

Administrative Council
January 25, 2017, 3:35 p.m.
President's Conference Room

Voting Members Present		
Jim Baier	Jane Liu	Sandi Smith
Deborah Ballou	Charlie Macke	Bharat Soni
Jason Beach	Alex Martin (W. Bronner)	Mark Stephens
Debra Bryant	Holly Mills	James Stewart
Marc Burnett (S. Bohannon)	Tony Nelson	Claire Stinson
Mike Gotcher	Joseph Ojo	Rachel Tuck
Paula Hinton	Richard Rand	Huey-Ming Tzeng (K. Hanna)
Jerry Keeton	Jeff Roberts	Debbie Walker
Regina Lee	Cara Sisk	Mark Wilson (T. McMillan)
Voting Members Absent		
S.K. Ballal	Ward Doubet	Melissa Geist
Sam Broady	Judy Duvall	Tony Michael
Jack Butler	Kevin Edwards	Rita Ramsey
George Chitiyo	Brooke Fleenor	Joseph Rencis
Kent Dollar	Steven Frye	Chad Rezsnyak
Resource Persons Present		
Ed Boucher	Bobby Hodum	Jeff Young
Leslie Crickenberger	Glenn James	
Resource Persons Absent		
Kevin Braswell	Phil Oldham (Ex Officio)	

Summary:

Approved agenda of January 25, 2017, as distributed

Approved minutes of November 9, 2016

Approved proposed Women of CyberEagles of TTU Constitution

Approved the revised Faculty Roles and Responsibilities Policy No. 203

Approved the revised Substantive Change Policy No. 221

Approved the following Business & Fiscal Affairs revised policies:

Accounting for Expenditures Policy No. 502

Petty Cash Policy No. 507

Approved proposed Business and Fiscal Affairs Food Purchase Policy No. 508

Approved the revised Human Resources Policies:

- Moving Allowance Policy No. 510
- General Employment Policy No. 601
- Workplace Violence Prevention Policy No. 603
- Annual Leave Policy No. 610
- Sick Leave Policy No. 611
- Military Leave Policy No. 618
- Educational Leave Policy No. 620
- Return to Work Policy No. 625
- Holidays Policy No. 627
- Disciplinary Action Policy No. 650
- Clerical and Support Staff Grievance Procedures Policy No. 651
- Employee Complaints Policy No. 652
- Volunteer Services Policy No. 689

Proceedings:

A motion to approve the agenda of January 25, 2017, as distributed, was made by Dr. Hinton and seconded by Dr. Smith. Motion APPROVED.

Dr. Smith moved approval of the minutes from November 9, 2016. Mr. Macke seconded. Motion APPROVED.

A motion to approve the Women of CyberEagles of TTU Constitution was made by Dr. Stewart and seconded by Professor Lee. The purpose of this group is to raise computer and information security awareness of female students using computing technology. Motion APPROVED.

Dr. Hinton made a motion to approve the revised Faculty Roles and Responsibilities Policy No. 203 (pending the establishment of the new board of governance). The motion was seconded by Professor Lee. This policy defines the primary roles and responsibilities of Tennessee Tech faculty. Motion APPROVED.

Dr. Stephens moved approval of the revised Substantive Change Policy No. 221 (pending the establishment of the new board of governance). Dr. Hinton seconded. The purpose of this policy is to establish institutional procedures for recognizing substantive changes, determining the responsibilities of individuals, and ensuring that all substantive changes are reported to SACSCOC in a timely fashion. Motion APPROVED.

A motion for blanket approval of revised Business and Fiscal Affairs policies was made by Dr. Hinton. The motion was seconded by Dr. Rand. Motion APPROVED.

“Accounting for Expenditures Policy No. 502” established to account for TTU expenditures and to maintain accurate financial information (effective upon approval)

“Petty Cash Policy No. 507” provides guidance for establishing, maintaining, and reimbursing petty cash funds (effective upon approval)

Professor Lee made a motion to approve the Business and Fiscal Affairs Food Purchase Policy No. 508 (pending the establishment of the new board of governance). Dr. Hinton seconded the motion. This establishes Tennessee Tech policy in regards to reimbursement for business meals and recognition events. Motion APPROVED.

A motion for blanket approval of the following revised Human Resources policies (pending the establishment of the new board of governance) was made by Dr. Roberts. The motion was seconded by Dr. Rand. Motion APPROVED.

“Moving Allowance Policy No. 510” sets forth appropriate guidelines and procedures for payment of a moving allowance

“General Employment Policy No. 601” details authority and delegation of authority for advertising vacancies and employment actions to include appointments and probationary period change of statuses

“Workplace Violence Prevention Policy No. 603” establishes and details Tennessee Tech’s policy regarding Workplace Violence prevention

“Annual Leave Policy No. 610” establishes conditions for annual leave

“Sick Leave Policy No. 611” establishes criteria and process for sick leave

“Military Leave Policy No. 618” affirms Tennessee Tech’s compliance with federal and state law related to military leave

“Educational Leave Policy No. 620” establishes criteria and process regarding educational leave for employees at Tennessee Tech

“Return to Work Policy No. 625” establishes criteria and process to expedite recovery of employees with work-related injuries by returning them to productive employment status as soon as possible while minimizing the risk of re-injury

“Holidays Policy No. 627” establishes and details criteria and processes regarding the observance of holidays at Tennessee Tech

“Disciplinary Action Policy No. 650” establishes criteria and process for disciplinary action within the scope of this policy

“Clerical and Support Staff Grievance Procedures Policy No. 651” establishes process regarding clerical and support staff Grievances

“Employee Complaints Policy No. 652” establishes process regarding employee complaints

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“Volunteer Services Policy No. 689” establishes and details Tennessee Tech’s policy and procedures regarding the performance of volunteer services for Tennessee Tech

Dr. Rand moved to adjourn, and the motion was seconded by Dr. Hinton. Meeting ADJOURNED at 3:55 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

Women of CyberEagles of TTU Constitution

Revised Policies:

Faculty Roles and Responsibilities Policy No. 203

Substantive Change Policy No. 221

Business & Fiscal Affairs policies

- Accounting for Expenditures Policy No. 502
- Petty Cash Policy No. 507
- Business and Fiscal Affairs Food Purchase Policy No. 508

Human Resources Policies

- Moving Allowance Policy No. 510
- General Employment Policy No. 601
- Workplace Violence Prevention Policy No. 603
- Annual Leave Policy No. 610
- Sick Leave Policy No. 611
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