

Administrative Council
February 22, 2017, 3:35 p.m.
President's Conference Room

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

Summary:

Approved agenda of February 22, 2017, as distributed

Approved minutes of January 25, 2017

Approved revised Electronic Nicotine Delivery Systems (Electronic Cigarettes) Policy No. 171

Approved revised Counseling Center Policy No. 350

Approved new Personal Conveyance Vehicles Policy No. 191

Approved the following Business & Fiscal Affairs revised policies:

- Illicit Discharge Detection Policy No. 402
- Budget Control Policy No. 501
- Budget Principles Policy No. 501.1
- Collection of Accounts Receivable Policy No. 504
- Revenue Collection, Receipting and Reconciliation Policy No. 504.1
- General and Group Travel Policy No. 506
- Payment of Student Fees and Enrollment Policy No. 511
- Fees, Charges, Refunds, and Adjustments Policy No. 511.1
- Student Fee Adjustments, Refunds, and Appeals Policy No. 511.2
- Deferred Payment Plan Policy No. 511.3
- Delegation of Signature Authority Policy No. 512
- Uniform Disposition of Unclaimed Property Policy No. 513
- Cash and Gift Card Payments to Research Participants Policy No. 515
- Financial Performance Review Policy No. 520
- Key Control Policy No. 561
- Contracts and Agreements Policy No. 570
- Purchasing Policy No. 571
- Unpaid Leave of Absence Policy No. 619
- Employment of Minors Policy No. 640
- Compensation policy No. 644

Approved revised Athletics policies:

- Organization and Responsibilities of the Department of Athletics Policy No. 902
- Compliance Policy No. 903
- Athletics Financial Aid Policy No. 907
- Student-Athlete Appeals Related to Financial Aid or Permission to Contact Another Institution Policy No. 909
- Athletics Finances and Budget Controls Policy No. 910
- Tennessee Tech Approved Athletic Recognitions Policy No. 911
- Recruiting Policy No. 913
- Scheduling and Contracts Policy No. 917
- Athletics Tickets Policy No. 920
- Facilities and Equipment Policy No. 925
- Athletics Travel Policy No. 930
- Concussions Policy No. 952
- Sports Camps and Clinics Policy No. 960
- Sports and Athlete Agents Policy No. 965
- Amorous Relationships (Athletics) Policy No. 970

Approved New Academic Units Policy No. 227

Chairman appointed Ad Hoc Committees: 1) Administrative Council Procedures Review;
2) Nomination for Council Chair

Proceedings:

A motion to approve the agenda of February 22, 2017, as distributed, was made by Mr. Wilson. Dr. Rand seconded. Motion APPROVED.

Mr. Wilson moved approval of the minutes from January 25, 2017. Motion seconded by Dr. Rand. Motion APPROVED.

Mr. Wilson moved approval of revised Electronic Nicotine Delivery Systems (Electronic Cigarettes) Policy No. 171 (pending the establishment of the new board of governance). Seconded by Dr. Rand. The updated policy prohibits the use of electronic nicotine delivery systems, including electronic cigarettes, on Tennessee Tech property. Motion APPROVED.

A motion was made by Mr. Wilson to approve the revised Counseling Center Policy No. 350 (pending the establishment of the new board of governance). The motion was seconded by Dr. Rand. The revised policies represents the current clinical services at the Counseling Center. Motion APPROVED (with friendly amendments).

Mr. Wilson made a motion to approve the new Personal Conveyance Vehicles Policy. 191 (pending the establishment of the new board of governance). Dr. Rand seconded. The policy prohibits the possession, use, and storage of Personal Conveyance Vehicles on Tennessee Tech property or during any Tennessee Tech sponsored activity. Following discussion, a verbal vote was taken with three votes of nay. Motion PASSED.

A motion for blanket approval of revised Business and Fiscal Affairs policies was made by Mr. Wilson. Dr. Rand seconded. Policies 570 and 571 are effective upon approval; all other revised polices are pending the establishment of the new board of governance. Motion APPROVED (with friendly amendments).

“Illicit Discharge Detection Policy No. 402” is established to improve quality of surface water and ground water by decreasing contaminated stormwater runoff from Tennessee Tech properties.

“Budget Control Policy No. 501” details clear and specific responsibility for proper budget management and control at Tennessee Tech.

“Budget Principles Policy No. 501.1” is intended to respond to the expectations of various stakeholders relating to the generation and expenditure of funds.

“Collection of Accounts Receivable Policy No. 504” provides the criteria and process for collection of all accounts receivable at Tennessee Tech.

“Revenue Collection, Receipting and Reconciliation Policy No. 504.1” establishes standards for proper collection, receipting, and reconciliation of all funds.

“General and Group Travel Policy No. 506” sets forth appropriate reimbursement rates and guidelines for all expenses incurred on official business travel for Tennessee Tech.

“Payment of Student Fees and Enrollment Policy No. 511” provides guidance regarding student accounts including charges, payments, and enrollment.

“Fees, Charges, Refunds, and Adjustments Policy No. 511.1” is intended to outline significant provisions for consistent administration of fees, charges, and refunds at Tennessee Tech.

“Student Fee Adjustments, Refunds, and Appeals Policy No. 511.2” describes the procedures for making fee adjustments and refunds.

“Deferred Payment Plan Policy No. 511.3” sets forth standards for implementing and communicating about deferred fee payments.

“Delegation of Signature Authority Policy No. 512” establishes the process for delegation of signature authority for Tennessee Tech employees.

“Uniform Disposition of Unclaimed Property Policy No. 513” sets forth appropriate procedures for complying with Tennessee’s Uniform Disposition of Property Act.

“Cash and Gift Card Payments to Research Participants Policy No. 515” establishes a process for low dollar payments to research participants through the use of cash or gift cards.

“Financial Performance Review Policy No. 520” details appropriate policies and procedures for performing a financial performance review.

“Key Control Policy No. 561” establishes procedures and regulations to protect Tennessee Tech’s property and ensure that keys are issued and retrieved with proper controls.

“Contracts and Agreements Policy No. 570” details the rules pertaining to acquisition of goods and/or services through contracts and agreements.

“Purchasing Policy No. 571” establishes the methods of procurement used by Tennessee Tech and provides an explanation of various steps and actions within the procurement processes.

“Unpaid Leave of Absence Policy No. 619” sets forth the criteria and process for unpaid leave of absence.

“Employment of Minors Policy No. 640” establishes the restrictions and conditions for employment of minors.

“Compensation policy No. 644” details the criteria and processes for employee compensation at Tennessee Tech.

A motion for blanket approval of revised Athletics policies (pending the establishment of new board of governance) was made by Dr. Smith. The motion was seconded by Dr. Mills. Motion APPROVED.

“Organization and Responsibilities of the Department of Athletics Policy No. 902” delineates the organization and responsibilities of Department of Athletics staff members.

“Compliance Policy No. 903” details regulations for compliance to NCAA and Ohio Valley Conference Legislation as well as Tennessee Tech.

“Athletics Financial Aid Policy No. 907” defines financial aid sources and award guidelines for Intercollegiate Athletics.

“Student-Athlete Appeals Related to Financial Aid or Permission to Contact Another Institution Policy No. 909” provides for a student athlete appeals process in the event of nonrenewal or reduction of aid or denial of permission to contact for transfer.

“Athletics Finances and Budget Controls Policy No. 910” provides clear and specific responsibility for proper budget management and control of Tennessee Tech Athletics.

“Tennessee Tech Approved Athletic Recognitions Policy No. 911” delineates the policies and procedures for retirement of athletic jerseys and other recognitions that are presented in the name of Tennessee Tech or purchased by Tennessee Tech.

“Recruiting Policy No. 913” details the policies and procedures for recruitment of prospective student-athletes within NCAA, OVC, and institutional guidelines.

“Scheduling and Contracts Policy No. 917” describes the policies and procedures for scheduling practices and competitions for Intercollegiate Athletics.

“Athletics Tickets Policy No. 920” delineates the policies and procedures for ticketing admission and security associated with competitions for the intercollegiate athletics programs at Tennessee Tech.

“Facilities and Equipment Policy No. 925” defines the athletic facilities and the policies and procedures associated with practice and competition for intercollegiate athletics. This also includes the Department of Athletics policy regarding equipment.

“Athletics Travel Policy No. 930” addresses practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting and athletic team travel.

“Concussions Policy No. 952” provides Tennessee Tech University sports medicine staff and coaching staff with standard procedures for immediate medical care of athletes with potential head injuries.

“Sports Camps and Clinics Policy No. 960” defines the policies and procedures associated with athletics camps and clinics at Tennessee Tech University.

“Sports and Athlete Agents Policy No. 965” provides information to student athletes and their families regarding agents, as well as State of Tennessee agent laws and NCAA legislation regarding agents.

“Amorous Relationships (Athletics) Policy No. 970” provides a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes, and to ensure that coaches and other staff members adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of age or consent.

A motion was made by Mr. Wilson for approval of New Academic Units Policy No. 227 (pending the establishment of the board of governance). Dr. Rand seconded the motion. This policy establishes an approval process for new academic units at Tennessee Tech, consistent with the corresponding policy (A1.3) of the Tennessee Higher Education Commission. Motion APPROVED.

Chairman Baier named the following members to serve on the Ad Hoc Nominating Committee: Dr. Hinton, Dr. Mills, Dr. Smith and Mr. Wilson. The committee will report at the April 5 Council meeting.

Chairman Baier named an Ad Hoc Committee for the review of the Administrative Council procedures. Those serving on the committee: Dr. Ballou, Dr. Hinton, Dr. Rezsnyak and Dr. Smith. The committee will report at the April 5 Council meeting.

Dr. Rand moved to adjourn. Motion seconded by Dr. Ballal. Meeting ADJOURNED at 4:15 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

New Policies:

Personal Conveyance Vehicles Policy No. 191
New Academic Units Policy No. 227

Revised Policies:

Electronic Nicotine Delivery Systems (Electronic Cigarettes) Policy No. 171
Counseling Center Policy No. 350

Business and Fiscal Affairs Revised Policies:

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