

**Administrative Council
August 27, 2025 - 3:30 p.m.
TEAMS Meeting**

Minutes

Voting Members Present		
Cheyenne Bare	Amy Brown	Chris Brown
Eric Carlile	William Carroll	Rufaro Chitiyo
Scott Christen	Kristine Craven	Mark Creter
Jennifer Dewar	Andrew Donadio (Chair)	Amy Foster
Casey Fox	Jerry Gannod	Rachel Hall
Kim Hanna	Amy Hill	Colin Hill
Mei Hu	Jim Jenkins	Richard Le Borne
John Liu	Twanelle Majors	Fred Nichols
Joseph Ojo	Rob Owens	Mike Reagle
Amaya Rosacia	Bedelia Russell	Steven Seiler
Joseph Slater	Matt Smith (for Claire Stinson)	Leslie Suters
Thomas Timmerman	Kristen Trent	Dan Warren
Stephanie Wendt	Kexin Xu	
Voting Members Absent		
Autumn Cecil	David Mann	Michael Nattrass
Dennis Tennant	Elijah Tidwell	Debe Yu
Resource Persons / Others Present		
Julie Baker	Marc Burnett	Aleta Cannon
Greg Holt	John Liu	Karen Lykins
Philip Oldham	Terry Saltsman	Becky Smith
Kevin Vedder	Lee Wray	

Summary:

Approved agenda.

Approved April 2, 2025 minutes.

Approval of Revised Policy 207-Tenured Faculty (Russell).

Revised Policy 504 -Collection of Accounts Receivable (Stinson) First Reading.

Revised Policy 511 -Payment of Student Fees and Enrollment (Stinson) First Reading.

Revised Policy 141 -Prohibited Discrimination and Harassment (Holt) Information Only.
Approved Out-of-Cycle.

Revised Policy 142-Title VI Policy (Holt) Information Only. Approved Out-of-Cycle.

Revised Policy 419-Clery Act Compliance (Holt) Information Only. Approved Out-of-Cycle.

Revised Policy 511.1-Fee Charges, Refunds, and Fee Adjustments (Stinson) Information Only.
Approved Out-of-Cycle.

Update on ERP (Vedder).

Proceedings:

Chair Andrew Donadio called the Administrative Council meeting to order at 3:31 pm. Rachel Hall motioned to approve the agenda for August 27, 2025. Marc Burnett seconded. Motion APPROVED.

A poll was presented to approve the minutes from the April 2, 2025 meeting. Motion APPROVED.

Bedelia Russell discussed revisions to Policy No. 207 Tenured Faculty. The Policy No. 207 Committee meetings and revision work started last fall and was completed at the beginning of August 2025. Both individual committee members and groups reviewed each section. Faculty Senate provided feedback, there was an open comment period, and the policy had gone through both councils in the spring semester for review. Revisions focused on tenured faculty annual review and that they are subject to university employee-related policies.

The committee wanted to make explicit the remediation efforts which already occur and emphasize opportunities for remediation. Other work included aligning the policy with current evaluation practice, expanding definitions to assist with clarity, and the addition of headings to align with the narrative for each section. This policy review was also tied to the review of Policy No. 205 Faculty Tenure and Policy No. 206 Faculty Promotion which were also going through the approval process. Sections were edited for grammatical changes, headings, division into separate sections, and to incorporate feedback from Faculty Senate and open comments. Jerry Gannod motioned to approve the revisions to Policy No. 207 Tenured Faculty. Scott Christen seconded. Motion APPROVED.

Matt Smith discussed Policy No. 504 Collection of Accounts Receivable and Policy No. 511 Payment of Student Fees and Enrollment. Policy No. 504 was modified due to a new federal rule, 34 CFR Part 668, part 14B - Student Assistance General Provisions, which states that institutions cannot withhold transcripts or take any negative action against students for balances owed due to a school creating or having any kind of fraud or errors when Title IV has

been issued to a student. Another part stated that institutions cannot withhold transcripts or any credits that have been funded in part with Title IV for which institutional charges were paid or included in an agreement to pay. Tennessee Tech used the responsibility to pay statement, which each student fills out when they register for classes each semester.

In efforts to comply with the new federal rule, changes were made to the policy. The policy was updated in section E to comply with the Tennessee Residential Landlord and Tenant Act and in section K, a subsection was added to clarify on destroying records when a third party, non-public service provider is used. Matt Smith also discussed Policy No. 511 Payment of Student Fees and Enrollment, which was updated to reflect the new federal rules regarding transcript holds.

Greg Holt discussed Policy No. 141 Prohibited Discrimination and Harassment and Policy No. 142 Title VI Policy. Policy No. 141 was revised so that Tennessee Tech would comply with a new state statute released in April 2025 dealing with antisemitism in public schools and higher education. This new statute required the definition of antisemitism to be integrated into anti-discrimination policies Policies No. 141 and 142. Language stating that discrimination or harassment against Jews was prohibited was added to the two policies as well.

Holt also discussed Policy No. 419 Clery Act Compliance. This policy was revised due to legislation amending the Clery Act and the Stop Campus Hazing Act. It was required to include the federal definition of hazing as well as the federal definition of a student organization. Policy No. 419 was the applicable policy for this language.

Matt Smith discussed Policy 511.1 Fee Charges, Refunds, and Fee Adjustments. This policy was amended due to dual enrollment tuition. Dual enrollment tuition was intended to match the Tennessee Assistance Corporation grant (TSAC) that pays for credit hours taken by high school students taking dual enrollment courses. The grant seemingly increased on a yearly basis, so the policy was amended to ensure Tennessee Tech's tuition followed the grant. This was approved out-of-cycle due to the fall registration timeline for dual enrollment students.

Kevin Vedder discussed updates with the Talon ERP project. The project was nearing the SIT 2 phase, which was system integration testing with parallel payroll testing. This would include a final run through with the entire system using live data to test the functionality and ensure it is working as intended. The initial parallel payroll testing in July 2025 had a 99% success rate.

Focus training would be provided to campus using the new systems starting in mid-September through mid-October. The Business Partner Network group would start the training first, and then the Business Partner Plus group would follow. This would include instructor-led sessions, quick reference guides, and videos, plus open lab sessions where users could come in and get assistance. There would be a Talon Town Hall on October 22, 2025 from 9:00 am to 10:00 am to provide an overview of using and navigating Talon, an overview of training and resources, and the key go live events and timeline.

There were no Other Such Matters.

Hall motioned to adjourn. Christen seconded. Adjourned at 3:54 pm.

Becky Smith, recorder

Documents on file with minutes:

Agenda of August 27, 2025

Minutes of April 2, 2025

Approved:

Revised Policy 207 - Tenured Faculty

First Reading Policy:

Revised Policy 504 - Collection of Accounts Receivable

Revised Policy 511 - Payment of Student Fees and Enrollment

Received out-of-cycle approval, Information only:

Revised Policy 141 - Prohibited Discrimination and Harassment

Revised Policy 142 - Title VI Policy

Revised Policy 419 - Clery Act Compliance

Revised Policy 511.1 - Fee Charges, Refunds, and Fee Adjustments