

**Administrative Council
September 24, 2025 - 3:30 p.m.
TEAMS Meeting**

Minutes

Voting Members Present		
Chris Brown	Eric Carlile	William Carroll
Rufaro Chitiyo	Scott Christen	Susan Collins (proxy for Amy Brown)
Kristine Craven	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
David Mann	Michael Nattrass	Joseph Ojo
Mike Reagle	Bedelia Russell	Steven Seiler
Joseph Slater	Claire Stinson	Leslie Suters
Dennis Tennant	Elijah Tidwell	Thomas Timmerman
Kristen Trent	Dan Warren	Stephanie Wendt
Braxton Westbrook (proxy for Autumn Cecil)	Kexin Xu	Deborah Yu
Voting Members Absent		
Cheyenne Bare	Mark Creter	Rob Owens
Amaya Rosacia		
Resource Persons / Others Present		
Michael Aikens	Julie Baker	Kevin Braswell
Aleta Cannon	Neal Hunt	Philip Oldham
Terry Saltsman	Becky Smith	Kevin Vedder
Jerri Winningham	Lee Wray	

Summary:

Approved agenda.

Approved August 27, 2025 minutes.

Approval of Revised Administrative Council Procedures (Donadio).

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

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

Revised Policy 536 – Solicitation & Acceptance of Gifts (Stinson) First Reading.

Revised Policy 732 – Intellectual Property (Aiken) First Reading.

Proceedings:

Chair Andrew Donadio called the Administrative Council meeting to order at 3:30 pm. Scott Christen motioned to approve the agenda for September 24, 2025. Kristen Trent seconded. Motion APPROVED.

Christen motioned to approve the minutes from the August 27, 2025 meeting. Rachel Hall seconded. Motion APPROVED.

Chair Donadio discussed revisions to the Administrative Council procedures. They were revised due to the additions of the newly approved Export Control and Radiation Safety Committees. The committees had been approved in spring 2025 and needed to be added to the procedures since they reported to Administrative Council. Michael Nattrass motioned to approve the revised Administrative Council procedures. Hall seconded. Motion APPROVED.

Jerry Gannod asked whether any of the committees that reported to Administrative Council were inactive. Becky Smith explained that each committee provided an annual report to Administrative Council each spring detailing their work for the year.

Claire Stinson discussed revisions to Policy No. 504 Collection of Accounts Receivable. First reading of the revised policy occurred at the previous Administrative Council meeting on August 27, 2025. The changes were primarily additions required by federal regulations related to student financial aid and were necessary to continue offering financial aid. Gannod motioned to approve revised Policy No. 504 Collection of Accounts Receivable. Michael Nattass seconded. Motion APPROVED.

Stinson discussed revisions to Policy No. 511 Payment of Student Fees and Enrollment. Like Policy No. 504, this policy required revisions to reflect the most recent federal regulations. Gannod motioned to approve the revisions to Policy No. 511 Payment of Student Fees and Enrollment. Christen seconded. Motion APPROVED.

Stinson discussed revisions to Policy No. 536 Solicitation & Acceptance of Gifts. Policy No. 536 was related to solicitation and acceptance of gifts by the University, not the Foundation. The Tennessee Tech Board of Trustees asked that the policy be revised and remove some of the descriptions of internal processes used only by staff receipting the gifts. The remaining sections in the policy apply to the policy itself only. Gannod asked why certain definitions were removed

and if they were placed in the procedures that follow the policy. Stinson stated that they were placed in the procedures, and the definitions were important for fundraisers to know but not required in the policy. Gannod then asked where the procedures would be available. Stinson answered that they would be in Policy Tech in the 'Other Documents' section. Gannod asked if the policy would refer to the procedures or if it would include guidance on where to find them. Stinson stated that there should be a reference to the procedures within the policy, but if there was not then that could be added.

Michael Aikens discussed revised Policy No. 732 Intellectual Property. Two minor changes were made to the policy. On page one under section two, it was clarified that the position reviewing the policy each year would be the Assistant Vice President for Research Administration instead of the Associate Vice President. The second change was on page two in 'Significant Use.' The significant use dollar amount was increased from \$3,553.00 to \$4,560.00 to reflect 2025-dollar amounts using standard inflation.

Gannod asked what the procedure was when a policy was approved out-of-cycle. Bedelia Russell explained that there was a policy that guided this process, and some policies required Board of Trustees approval while others could be approved by the President. An out-of-cycle approval required the President to review the policy. An item that was approved by the President as an out-of-cycle policy would then be presented to the appropriate council as an information only item so the councils would be able to review the changes. Lee Wray explained that generally, these were policies that required changes to be made on a specific timeline as directed by the state legislature, such as by the end of a fiscal year. Gannod asked if the council disagreed with a change if it could be reviewed and Wray answered yes it could be.

There were no Other Such Matters.

Christen motioned to adjourn. Stephanie Wendt seconded. Adjourned at 3:51 pm.

Becky Smith, recorder

Documents on file with minutes:

Agenda of September 24, 2025

Minutes of August 27, 2025

Approved:

Revised Administrative Council Procedures

Revised Policy 504 – Collection of Accounts Receivable

Revised Policy 511 -Payment of Student Fees and Enrollment

First Reading Policy:

Revised Policy 536 - Solicitation & Acceptance of Gifts

Revised Policy 732 - Intellectual Property