

**Administrative Council
October 29, 2025 - 3:30 p.m.
TEAMS Meeting**

Minutes

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

Summary:

Approved agenda.

Approved September 24, 2025 minutes.

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

Approval of Revised Policy 732 – Intellectual Property (Aikens).

Revised Policy 1103 – University Social Media (Trotter) First Reading.

Revised Policy 1110 – University Publications (Trotter) 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 October 29, 2025. Rachel Hall seconded. Motion APPROVED.

Christen motioned to approve the minutes from the September 24, 2025 meeting. Amy Hill seconded. Motion APPROVED.

Claire Stinson discussed revisions to Policy No. 536 Solicitation & Acceptance of Gifts. During the first reading of the revisions, someone had asked where the procedures would be, and she confirmed they would be in Policy Tech under 'Related Documents' for Policy No. 536. Michael Nattrass motioned to approve revised Policy No. 536 Solicitation & Acceptance of Gifts. Christen seconded. Motion APPROVED. William Carroll noted that the policy stated that the University could not accept gifts with implicit control but that the revisions did not say anything about explicit control and asked if there was a need for that. Stinson responded that the University would not do explicit control, and the statement on implicit control was an effort to call that out specifically.

Michael Aikens discussed revised Policy No. 732 Intellectual Property. Two minor changes were made to the policy in section two to clarify the role of the Assistant Vice President for Research Administration. In section one it was edited to update the significant cost dollars to current rates. Amy Hill motioned to approve revised Policy No. 732 Intellectual Property. Christen seconded. Motion APPROVED.

Megan Trotter discussed revised Policy No. 1103 University Social Media. In section 4A the definition of social media had been simplified. In sections three, four, and six, wording was added to include the Vice President of a Division or their designee. This was to give flexibility to leadership if they did not want to handle the task of social media oversight.

Trotter also discussed revised Policy No. 1110 University Publications. Each university publication needed a unique publication number when it went through Creative Services or when it was submitted to publication review. This was to allow Printing Services to know it had been reviewed, even if the approval was ten years ago. A sentence was added that stated that publication numbers were valid for four years from the date of review to ensure the content was up to date.

There were no Other Such Matters.

Christen motioned to adjourn. Twanelle Majors seconded. Adjourned at 3:44 pm.

Becky Smith, recorder

Documents on file with minutes:

Agenda of October 29, 2025

Minutes of September 24, 2025

Approved:

Revised Policy 536 – Solicitation & Acceptance of Gifts

Revised Policy 732 – Intellectual Property

First Reading Policy:

Revised Policy 1103 – University Social Media

Revised Policy 1110 – University Publications