

Administrative Council
April 9, 2014
President's Conference Room

Members Present

S.K. Ballal	Glenn James	Deborah Setliff
Ed Boucher	Regina Lee	Sandi J. Smith
John Brooks	Malinda Lloyd	Bharat Soni (sub. F. Otuonye)
Jack Butler	Charlie Macke	Mark Stephens
Helen Dainty	Ann Manginelli	Claire Stinson
Kent Dollar	Jack Matson	Holly Stretz
Judy Duvall	Joseph Ojo	Clay Stubblefield
Laura Graves	Rodley Pineda	Debbie Walker
Kim Hanna	Jeff Plant	Mark Wilson
Sharon Holderman	Elizabeth Propes	Jeff Young
Ashley Humphrey		

Members Absent

Josh Aikens	Don Frazier	Joseph Rencis
Jim Baier	Bobby Hodum	Bedelia Russell
Marc Burnett	Michael Hooper	Bharat Soni
Yun Ding	Mark Hutchins	Daniel Tribble
Ismail Fidan	Philip Oldham	Dana Winningham

Others Present

Julia Baker	Sarah Difurio	Alex Payne
Haley Bradfield	Kyle Gossett	Rachel Rader
Allison Boshears	Brianna Holsonback	Haley Snyder
Michael Clark	Bobbie Maynard	Charlie Wilkerson
Jim Cobb	Lester McKenzie	

Summary:

Approved agenda of April 9, 2014, as distributed

Approved minutes of February 26, 2014, as distributed

Approved the Constitution of the Child Life Association at TTU

Approved The Tennessee Tech Public Relations Club Constitution

Approved the Constitution of the Tennessee Tech University Tennis Club

Approved The Whovian League Constitution at TTU

Administrative Council

Page 2, April 9, 2014

Approved the proposed name change of the Advisory Committee on Patents and Copyrights to the “Intellectual Property Advisory Committee”

Received the revised Business Office Policies:

Accounting for Expenditures	Petty Cash
Budget Control	Real Property
Food Purchase Policy	Red Flay Identity Theft Protection
Moving Allowance	General & Group Travel Policies

Received the revised Full Course of Study Requirements for International Students (F-1 & J-1) policy

Received the revised Trademarks and Licensing policy

Received the revised Tennessee Tech University Equal Employment Opportunity and Affirmative Action policy

Received the 2013-2014 annual reports from Athletics: Gender Equity and Diversity Issues

Received the 2013-2014 annual reports for committee reporting to the Administrative Council

Received report from the Ad Hoc Nominating Committee for Administrative Council chairman for the 2014-2015 academic year and elected Dr. Kim Hanna as chairman.

Proceedings:

A motion to approve the agenda of April 9, 2014, as distributed, was made by Mr. Wilson and seconded by Mr. Stubblefield. Motion APPROVED.

A motion to approve the minutes of February 26, 2014 was made by Mr. Wilson and seconded by Mr. Stubblefield. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution of the Child Life Association at TTU. Mr. Stubblefield seconded. The organization is focused on positively impacting families and children in healthcare and seeks to provide professional development opportunities to its members. Motion APPROVED.

Mr. Wilson moved to approve The Tennessee Tech Public Relations Club Constitution. The motion was seconded by Mr. Stubblefield. The club aims to provide students the opportunities to advance their public relations skills and educate others on the advantages of an education in public relations. Motion APPROVED.

A motion to approve the TTU Tennis Club Constitution was made by Mr. Wilson. Mr. Stubblefield seconded the motion. The organization will provide recreational and competitive tennis activities for

Administrative Council

Page 3, April 9, 2014

its members through competition with other universities' club teams or Division II and III varsity teams. Motion APPROVED.

Mr. Wilson made a motion to approve The Whovian League Constitution and Mr. Stubblefield seconded. As a special interest organization, the group is dedicated to bringing together fans of the "Doctor Who" show and providing socialization experiences for students from diverse backgrounds and majors. Motion APPROVED.

Mr. Wilson moved approval of the name change of the Advisory Committee of Patents and Copyrights to the "Intellectual Property Advisory Committee." The motion was seconded by Mr. Stubblefield. The committee name change aims to reflect the growing nature of activities handled by the committee and is consistent with TBR policy. Motion APPROVED.

Blanket receipt of the following revised Business Office policies was moved by Dr. Stretz and seconded by Mr. Wilson:

"Accounting for Expenditures" policies: Established to account for expenditures and maintain accurate financial information.

"Budget Control" policy: Provides clear and specific responsibility for proper budget management and control at Tennessee Tech.

"Food Purchase Policy": Establishes Tennessee Tech policies regarding reimbursement for business meals and recognition of events.

"Moving Allowance" policy: Sets forth appropriate guidelines and procedures for payments of moving allowances. For tax filing simplification, TBR/TTU transitioned from a moving expense reimbursement process to a moving allowance as part of the startup package for new employees.

"Petty Cash" policy: Provides guidelines regarding establishing, maintaining, and reimbursing petty cash funds.

"Real Property" policy: Outlines uniform procedures for consistent capitalization procedures for real property.

"Red Flag Identity Theft Prevention" policy: Establishes standards and procedures to detect, prevent, and mitigate identity theft. The red flag identity theft program, set forth by the Business Office, was adopted as policy to mirror TBR policy.

“General & Group Travel Policies”: Defines the policies and procedures for appropriately claiming travel expenditures and submitting related claims.

The motion was APPROVED by unanimous vote.

Mr. Wilson moved to receive the Full Course of Study Requirements for International Students (F-1 & J-1) policy as submitted. Mr. Stubblefield seconded. The policy provides immigration guidelines to Tennessee Tech academic units on the numbers of credit hours international students are obligated to enroll in if attending TTU under the F-1 or J-1 visa statuses. The policy now clearly defines the limit to the number of online courses an international student may take. Motion APPROVED.

A motion was made by Mr. Wilson to receive the Trademark and Licensing Policy and seconded by Mr. Stubblefield. The policy establishes uniform procedures for ensuring the proper use of trademarks and enforcing current licensing procedures. Motion APPROVED.

Mr. Wilson made a motion to receive the Tennessee Tech University Equal Employment Opportunity and Affirmative Action policy. Mr. Stubblefield seconded the motion. The policy establishes standards for consistent process and treatment of employees regarding equal employment opportunity and affirmative action. Motion APPROVED.

Mr. Stubblefield moved to receive the Athletics annual reports for Gender Equity and Diversity Issues. Mr. Macke seconded. Minority student-athletes increased 7.08 percent for women’s teams and 1.11 percent for men’s teams from the 2012-2013 academic year. Female student-athletes currently represent 46.2 percent of the Athletics department which is within the required 1 percent +/- of the 45.2% of females in the general undergraduate student population. Motion APPROVED.

Blanket receipt of the 2013-2014 annual reports for all 19 committees reporting to the Administrative Council was made by Mr. Wilson and seconded by Mr. Stubblefield. Motion APPROVED.

Dr. Ballal reported on behalf of the Ad Hoc Nominating Committee and nominated Dr. Kim Hanna as Council chairman for 2014-2015. Dr. Stretz seconded the motion. Chairman Lee opened the floor for additional nominations. With no nominations from the floor, the chair declared Dr. Hanna to be elected by acclamation. Motion APPROVED.

Mr. Stubblefield moved to adjourn. The meeting ADJOURNED at 4:00 p.m.

Administrative Council

Page 5, April 9, 2014

Documents on file with minutes:

- Constitution of the Child Life Association at TTU
- The Tennessee Tech Public Relations Club Constitution
- Constitution of the Tennessee Tech University Tennis Club
- The Whovian League Constitution at TTU

Revised Policies:

- Accounting for Expenditures
- Budget Control
- Food Purchase
- Moving Allowance
- Petty Cash
- Real Property
- Red Flay Identity Theft Protection
- General & Group Travel
- Full Course of Study Requirements for International Students (F-1 & J-1)
- Trademarks and Licensing
- Tennessee Tech University Equal Employment Opportunity and Affirmative Action

2013-2014 annual reports from Athletics: Gender Equity and Diversity Issues

2013-2014 annual reports for committee reporting to the Administrative Council