

**Administrative Council**  
**February 26, 2014**  
**President's Conference Room**

**Members Present**

Josh Aikens	Kim Hanna	Jeff Plant
Ed Boucher	Sharon Holderman	Elizabeth Propes
John Brooks	Michael Hooper	Deborah Setliff
Jack Butler	Ashley Humphrey	Claire Stinson
Helen Dainty	Mark Hutchins	Clay Stubblefield
Kent Dollar	Glenn James	Daniel Tribble (sub. W. Gabelman)
Judy Duvall	Malinda Lloyd	Debbie Walker (sub. A. Mullis)
Ismail Fidan	Ann Manginelli	Mark Wilson
Don Frazier	Joseph Ojo	Dana Winningham
Laura Graves	Philip Oldham	

**Members Absent**

Jim Baier	Jack Matson	Sandi J. Smith
S.K. Ballal	Rodley Pineda	Bharat Soni
Marc Burnett	Joseph Rencis	Mark Stephens
Bobby Hodum	Bedelia Russell	Holly Stretz
Regina Lee	Donna Russell	Jeff Young
Charlie Macke		

**Others Present**

Jim Cobb	Bradley Northern	Alex Schlauch
Sarah Difurio	Rachel Rader	Cara Sisk
Sharon Huo		

**Summary of Proceedings:**

Approved agenda

Approved minutes of January 29, 2014, as distributed

Approved the Constitution of the Child and Family Sciences Organization at TTU

Approved the Constitution of the Human-Powered Submarine Team at TTU

Approved the Stormwater Management Committee

Approved the "Substantive Change Policy"

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Approved the “Process for Filing Title VI Complaints” policy

Approved the “Discrimination and Harassment – Complaint and Investigation Procedure” policy

Received the revised “Access to Public Records” policy

**Proceedings:**

A motion to approve the agenda of February 26, 2014, as distributed, was made by Dr. Setliff and seconded by Mr. Wilson. Motion APPROVED.

A motion to approve the minutes of January 29, 2014, was made by Mr. Hutchins and seconded by Dr. James. Motion APPROVED.

Mr. Stubblefield made a motion to approve the Constitution of the Child and Family Sciences Organization at TTU. Dr. Dainty seconded the motion. The purpose of the organization is to promote the professional development of students with an interest in working with children and families through engagement activities and philanthropy. Motion APPROVED.

Mr. Wilson moved to approve the TTU Human-Powered Submarine Team Constitution. Mr. Stubblefield seconded the motion. Members of the organization will design and construct a submarine to be entered in the International Submarine Races, a biannual international collegiate competition. The group aims to utilize the organization as a means of applying classroom based knowledge to the real world and showcasing TTU’s innovative ability. Motion APPROVED.

A motion to approve the Stormwater Management Committee was made by Mr. Wilson. Dr. Dainty seconded the motion. Establishment of the committee is required for ongoing compliance with the TTU MS4 permit. As a specialized committee, membership will be comprised of individuals having a vested interest or expertise in the field (or related field) of stormwater pollution prevention. The committee will develop policies and procedures and assist with public awareness relating to pollution prevention as well as recommend enforcement actions of the TTU illicit discharge and elimination policy. Motion unanimously APPROVED.

Blanket approval/receipt of the following new or revised policies was moved by Dr. Dainty and seconded by Mr. Wilson.

“Substantive Change Policy”: Establishes institutional procedures for recognizing significant modification or expansion of the nature and scope of the institution, determining responsibilities of individuals, and ensuring all substantive changes are reported to SACSCOC in a timely fashion.

“Process for Filing Title VI Complaints” policy: Establishes the time frame and process for filing internal complaints under Title VI of the Civil Rights Act by adoption of the TBR Guideline G-125.

“Discrimination and Harassment – Complaint and Investigation Procedure” policy: Serves as a supplement to TBR Policies 2:02:10:01 and 5:01:02:00 and Guideline P-080 relative to the orderly resolution of complaints of discrimination or harassment on the basis of any protected class under federal or state civil rights law related to Tennessee Tech.

“Access to Public Records” policy: defines the uniform procedures for handling requests of public records. A revision to item IV. section B. “Production Cost” was made on January 1, 2014, noting that the cost of copying such records will be deemed nontaxable.

The motion was APPROVED by unanimous vote.

Mr. Wilson moved to adjourn. The meeting ADJOURNED at 3:55 p.m.

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Terri Taylor, Recorder

Documents on file with minutes:

Constitution of the Child and Family Sciences Organization at TTU  
Constitution of the Human-Powered Submarine Team at TTU  
Stormwater Management Committee Procedures  
“Substantive Change Policy”  
“Process for Filing Title VI Complaints” policy  
Discrimination and Harassment – Complaint and Investigation Procedure” policy  
“Access to Public Records” policy