

Administrative Council
November 9, 2016
President's Conference Room

Voting Members Present		
Jim Baier, Chair	Jerry Keeton	Sandi Smith
S.K. Ballal	Regina Lee	Bharat Soni (F. Otuonye)
Jason Beach	Charlie Macke	Mark Stephens
Sam Broady (C. Cook)	Alex Martin	James Stewart
Debra Bryant	Holly Mills	Claire Stinson (L. Crickenberger)
Marc Burnett (S. Bohannon)	Joseph Ojo	Rachel Tuck
Jack Butler	Richard Rand	Huey-Ming Tzeng
Judy Duvall	Chad Rezsnyak	Debbie Walker
Melissa Geist (S. Hurley)	Jeff Roberts	Mark Wilson
Paula Hinton	Cara Sisk	
Voting Members Absent		
Deborah Ballou	Kevin Edwards	Tony Nelson
Alice Camuti	Brooke Fleenor	Rita Ramsey
George Chitiyo	Steven Frye	Joseph Rencis
Kent Dollar	Jane Liu	
Ward Doubet	Tony Michael	
Resource Persons Present		
Ed Boucher	Bobby Hodum (B. Hill)	
Leslie Crickenberger	Phil Oldham (Ex Officio)	
Resource Persons Absent		
Kevin Braswell	Glenn James	Jeff Young

Summary:

Approved revised agenda of November 9, 2016

Approved minutes of October 5, 2016

Approved revised Confidentiality of Student Records and FERPA Compliance Policy No. 265

Approved Campus Space Utilization and Allocation Policy No. 170

Approved Constitution of the Collegiate 4-H of TTU

Approved Constitution for the Community Jam Band of Tennessee Tech

Approved Constitution of Dance Dance Revolution of TTU

Approved Constitution for the InterVarsity Christian Fellowship of TTU

Approved Constitution of the Japanese Club of TTU

Approved Constitution of LOVE YOUR MELON TTU CAMPUS CREW

Approved Constitution for the Men's Soccer Club of TTU

Approved Constitution for the Student United Way of TTU

Approved Constitution of VegTTU

Approved SGA Bill No. F16-001 "An Act to Include the College of Interdisciplinary Studies"

Approved SGA Bill No. F16-004 "An Act to Revise the Appointment Process for an Officer Vacancy"

Approved the rescinding of the following policies:

Leave Transfer between the State University and Community College System and State Agencies Policy No. 623
Classification of Benefits for Fees and Tuition Policy No. 632

Approved Electronic Signatures Policy No. 117

Approved Immunizations Policy for New Full-Time Students Policy No. 360

Approved Environmental Health and Safety Policies and Procedures Policy No. 401

Approved the following Human Resources policies:

Transfer of Sick Leave between Employees Policy No. 622
Volunteer Firefighter Service Leave Policy No. 624
Temporary Employment Policy No. 641
Student Workers Policy No. 642
Longevity Pay Policy No. 660
Certified Administrative Professional Examination Policy No. 661
Employee Credentials Documentation Policy No. 662

Proceedings:

Chairman Baier announced that Campus Space Utilization and Allocation Policy No. 170 was being moved up in the agenda order to follow the revised Confidentiality of Student Records and FERPA Compliance Policy No. 265. Mr. Wilson made a motion to approve the revised agenda for November 9, 2016. Dr. Ballal seconded. Motion APPROVED.

Mr. Wilson moved approval of the minutes from October 5, 2016. Dr. Ballal seconded. Motion APPROVED.

Mr. Wilson made a motion to approve revisions to Confidentiality of Student Records and FERPA Compliance Policy No. 265. Mr. Macke seconded the motion. The policy establishes and details Tennessee Tech's policy regarding the confidentiality of Student Education Records and compliance with the Family Education Rights and Privacy Act. Revisions were made to remove TBR references from Policy No. 265 and to accommodate the new board of governance. Motion APPROVED.

Dr. Stephens moved to approve the Campus Space Utilization and Allocation Policy No. 170 (pending the establishment of the new board of governance). Mr. Wilson seconded the motion. The policy establishes the method by which the allocation and utilization of space in Tennessee Tech buildings and facilities is determined. Revisions were made to reflect the new board of governance and to remove TBR references from Policy No. 170. Motion APPROVED.

Mr. Wilson moved to approve the Constitution of the Collegiate 4-H of TTU. Dr. Ballal seconded. The purpose of the organization is to promote and assist 4-H activity in Tennessee. Club reactivation was being sought by members of the organization. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution for the Community Jam Band of Tennessee Tech. Dr. Ballal seconded the motion. The purpose of the organization is to promote a friendly, open environment for musicians to come together and create unrehearsed music. The Community Jam Band of TTU will encourage students of all experience levels to participate in creating music, and will foster an environment of positivity to accommodate this purpose. Motion APPROVED.

Mr. Wilson moved to approve the Constitution of Dance Dance Revolution of Tennessee Technological University. Dr. Rand seconded. The purpose of the organization is to promote friendly social interactions, physical fitness, and club responsibilities through the media of dance in Dance Dance Revolution. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution for the InterVarsity Christian Fellowship of TTU. Dr. Ballal seconded the motion. The purpose of the organization is to establish a Christian outreach that is open to all groups of people. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution of the Japanese Club of TTU. Dr. Rand seconded. The purpose of the Japanese Club of TTU is to promote students to learn Japanese culture and the Japanese language. Motion APPROVED.

Mr. Wilson moved approval of the Constitution of LOVE YOUR MELON TTU CAMPUS CREW. Dr. Rand seconded. The purpose of the organization is to provide hats for children battling cancer in America, fund research initiatives, and provide support for children and their families by selling Love Your Melon products. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution of the Men's Soccer Club of TTU. Dr. Ballal seconded. The purpose of the organization is to foster and encourage the sport of soccer at TTU, and to provide a means for those who are interested to better themselves at the sport and their understanding of it, be it by participation or spectating. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution for the Student United Way of TTU. Dr. Ballal seconded the motion. The purpose of the organization is to improve lives by mobilizing the caring power of communities around the world to advance the common good. Motion APPROVED.

Dr. Ballal moved approval of the Constitution for VegTTU. Dr. Rand seconded. The purpose of the organization is to provide students, faculty, and staff, who have a special interest in plant-based lifestyles, a forum in which to educate themselves and others about veganism, vegetarianism, and other variations of plant-based living. Motion APPROVED.

Mr. Wilson made a motion to approve SGA Bill No. F16-001 "An Act to Include the College of Interdisciplinary Studies." Dr. Ballal seconded the motion. The bill provides that the College of Interdisciplinary Studies will have membership as a new section within SGA. One seat will be provided per every 250 students enrolled in the College. Motion APPROVED.

A motion was made by Mr. Wilson to approve SGA Bill No. F16-004 "An Act to Revise the Appointment Process for an Officer Vacancy." Dr. Ballal seconded the motion. The bill provides revisions regarding the procedures for filling officer vacancies within SGA. Motion APPROVED.

A motion for blanket approval to rescind the following policies was made by Mr. Wilson and seconded by Dr. Ballal:

Leave Transfer between the State University and Community College System and State Agencies Policy No. 623

Classification of Benefits for Fees and Tuition Policy No. 632

The motion was APPROVED by unanimous vote.

Mr. Wilson made a motion to approve Electronic Signatures Policy No. 117. Dr. Ballal seconded the motion. The policy establishes and details Tennessee Tech's policy and procedures regarding the use of electronic signatures. Motion APPROVED.

A motion to approve the proposed Children in the Classroom or Workplace Policy No. 119 was made by Mr. Wilson and seconded by Dr. Ballal. Mr. Holt presented the policy which establishes rules regarding the presence of children on Tennessee Tech Property. Discussion ensued regarding faculty

and staff using their own discretion as related to allowing children in the classroom or workplace. Liability related issues were discussed as well. It was the consensus of the Council that the policy needed further review and possible compromises. Motions WITHDRAWN.

Mr. Wilson moved approval of revised Alcohol and Drugs Policy No. 172. Dr. Ballal seconded the motion. Mr. Holt provided that the policy describes Tennessee Tech's policy related to alcohol and drug use and is required by law. Exceptions to the policy were discussed, one being Greek Life for off-campus events. Also discussed was policy language relative to faculty liability/protection issues for travel with student groups. Discussions indicated that additional review of proposed policy was in order. Motions WITHDRAWN.

A motion for approval of Immunizations Policy for New Full-Time Students Policy No. 360 (pending the establishment of the new board of governance) was made by Dr. Roberts and seconded by Mr. Wilson. The policy provides guidance on required immunizations for certain diseases or exemptions from such requirements. Revisions were made to make the policy more reader friendly and remove TBR references. Motion APPROVED.

Mr. Wilson motioned to approve Environmental Health and Safety Policies and Procedures Policy No. 401 (pending the establishment of the new board of governance). Dr. Ballal seconded. The policy formulates policies, procedures, plans, and other guidance documents that are required to achieve and maintain compliance with environmental, health, and safety regulatory requirements. Revisions were made to remove TBR references from Policy No. 401. Motion APPROVED.

A motion for blanket approval of the following seven Human Resource policies was made by Mr. Wilson and seconded by Dr. Ballal. Revisions were made to remove TBR references from the policies and to prepare them for the new board. These policies are pending the establishment of the new board of governance.

“Transfer of Sick Leave between Employees Policy No. 622” establishes the criteria and process for transferring sick leave to sick leave bank members with a continuing disability due to illness or injury.

“Volunteer Firefighter Service Leave Policy No. 624” establishes the criteria and process regarding volunteer firefighter service leave for Tennessee Tech employees.

“Temporary Employment Policy No. 641” establishes the restrictions and conditions for temporary employment.

“Student Workers Policy No. 642” establishes the restrictions and conditions for student employment.

“Longevity Pay Policy No. 660” establishes the criteria and process for Tennessee Tech's longevity pay program.

“Certified Administrative Professional Examination Policy No. 661” establishes the restrictions and conditions for certified administrative professional examinations.

“Employee Credentials Documentation Policy No. 662” establishes and details the process by which Tennessee Tech will collect and maintain documentation of required employee credentials.

The motion was APPROVED by unanimous vote.

Dr. Smith moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4:35 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

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