

**Administrative Council**  
**November 13, 2013**  
**President's Conference Room**

**Members Present**

Jim Baier	Kim Hanna	Deborah Setliff
S.K. Ballal	Bobby Hodum (sub. A. Pope)	Sandi J. Smith
Ed Boucher	Michael Hooper	Mark Stephens
Marc Burnett (sub S. Bohannon)	Ashley Humphrey	Claire Stinson
Jack Butler	Regina Lee	Holly Stretz
Helen Dainty	Malinda Lloyd	Clay Stubblefield
Kent Dollar	Charlie Macke	Debbie Walker
Judy Duvall	Ann Manginelli	Mark Wilson
Ismail Fidan	Philip Oldham	Dana Winningham
Libby Gays	Rodley Pineda	Jeff Young
Laura Graves	Jeff Plant	

**Members Absent**

Josh Aikens	Glenn James	Joseph Rencis
Yun Ding	Jack Matson	Bedelia Russell
Don Frazier	Joseph Ojo	Donna Russell
Sharon Holderman	Elizabeth Propes	Daniel Tribble
Mark Hutchins		

**Others Present**

Sarah Arnold	Gail Ligon	Jonathan Trax
Doug Bates	Leigh Ann Ray	Dewayne Wright
Peyton Feazel	Dillon Reed	

**Summary of Proceedings:**

Approved agenda

Approved minutes of October 16, 2013, as distributed

Approved the Constitution for the College of Education ASCEND Education Club at TTU

Approved the CyberEagles Club Constitution

Approved the Relay for Life at TTU Constitution

Approved the Constitution of the Renewable Energy Organization

Approved proposed change to the Student Handbook, Student Organizations 4.6

Approved the "Library Collection Development" policy

Approved "Preventing and Reporting Fraud, Waste, or Abuse" policy

Received the revised policies as presented for the following:

Publication	Civil Leave
TTU Student Complaint	Educational Assistance for TTU Employees
Withdrawal Procedure	Educational Assistance for Spouse & Dependents of TTU Employees
Allergy Injections	Employment of Minors
Special Parking Policy for Students	Parental Leave
Annual Leave	Voting Leave
Bereavement Leave	

**Proceedings:**

A motion to approve the agenda of November 14, 2013, as distributed, was made by Mr. Wilson and seconded by Mr. Stubblefield. Motion APPROVED.

A motion to approve the minutes of October 16, 2013, was made by Dr. Ballal and seconded by Mr. Wilson. Motion APPROVED.

Mr. Wilson made a motion to approve the Constitution of College of Education ASCEND Education Club at TTU. Dr. Ballal seconded the motion. The purpose of the organization is to organize students in the College of Education pursuing a teaching license. The group strives to provide opportunities for community service, professional development and networking which encourage early exposure to working with children in diverse classroom settings. Motion APPROVED.

Mr. Wilson moved to approve the CyberEagles Club Constitution. Mr. Stubblefield seconded the motion. The organization aims to increase awareness of the importance of information security and related career opportunities as well as educate interested students on cyber offense and defense techniques, promote research, and foster networking with industry professionals. CyberEagles President Jonathan Trax addressed questions regarding the club's membership requirements which include compliance with an industry ethics code and hacking agreement. Motion APPROVED.

A motion to approve the Constitution of Relay for Life at TTU was made by Dr. Ballal. Mr. Wilson seconded. Relay for Life is the signature fundraising activity for the American Cancer Society. Relay for Life at TTU is organized in conjunction with the American Cancer society. The main purpose of the organization is to raise awareness and educate the campus population about cancer through campus wide events that celebrate the fight against cancer and raise funds to support medical research and educational programs. Motion APPROVED.

Dr. Ballal moved to approve the Constitution of the Renewable Energy Organization. Mr. Macke seconded the motion. The organization's purpose is to present educational and experimentation opportunities that create awareness and encourage the study of new renewable energy technologies to better meet energy demand. Student representative Peyton Feazel addressed a change to the constitution to include democratic election procedures. Motion APPROVED.

Mr. Stubblefield made a motion to approve the proposed change to the Student Handbook, Student Organizations 4.6. Mr. Macke seconded. Dean of Students Ed Boucher presented the recommendation stating that the "Criteria for Registration of Organizations" should be changed to allow organizations to distribute remaining funds in the event of dissolution to any University department or outside organization deemed worthy with two exceptions. Any state or federal funding must revert to the University, and funds shall not be distributed to officers or members of the organization for personal gain. Mr. Wilson voiced the need to include a third constraint to ensure compliance with NCAA rules relative to restrictions of prospective organizations for high school student-athletes as well. Motion APPROVED.

Dr. Ballal moved to approve the "Library Collection Development" policy. Professor Lee seconded the motion. The policy provides definition of those who participate in the development of the Library materials collection. Dean Bates stated the policy was revised to allow for more flexible spending of funds. Motion APPROVED.

A motion to approve the "Preventing or Reporting Fraud, Waste or Abuse" policy was made by Dr. Ballal. Mr. Wilson seconded. Assistant Director of Internal Audit Gail Ligon addressed the committee. The TTU policy adopts the TBR policy for preventing or reporting fraud, waste or abuse with the addition of contact information for the TTU Internal Audit department and a statement of confidentiality. Motion APPROVED.

Mr. Wilson made a motion for blanket approval of the 13 revised policies listed below. Dr. Ballal seconded the motion.

"Publication" policy: Purpose is to improve the effectiveness of Tennessee Tech's publications, and ensure Tennessee Tech is in compliance with both TBR policies and Tennessee state law.

"TTU Student Complaint" policy: Ensures that the concerns and complaints of undergraduate and graduate students are addressed fairly and resolved promptly.

"Withdrawal Procedure" policy: Explains the process for students to withdraw from TTU.

"Allergy Injection" policy: Establishes a policy related to administering allergy injections for eligible TTU students and employees.

"Special Parking for Students" policy: Promotes and provides adequate health care to students of TTU by supporting a request for a temporary parking permit under special circumstances.

HR related policies revised to mirror TBR policies established for each area:

- Annual Leave
- Bereavement Leave
- Civil Leave
- Educational Assistance for TTU Employees
- Educational Assistance for Spouses and Dependents of TTU Employees
- Employment of Minors
- Parental Leave
- Voting Leave

Motion APPROVED with one vote in opposition.

**Other Such Matters:**

University Assembly will meet Wednesday, November 20, 2013, at 3:35 p.m., in the President's Conference Room.

Dr. Ballal moved to adjourn. The meeting ADJOURNED at 4:08 p.m.

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Terri Taylor, Recorder

Documents on file with minutes:

- Constitution for the College of Education ASCEND Education Club at TTU
- Constitution for the CyberEagles Club
- Constitution for the Relay for Life at TTU
- Constitution for the Renewable Energy Organization
- Student Handbook, Student Organizations 4.6
- Library Collection Development policy
- Preventing and Reporting Fraud, Waste, or Abuse policy
- Publication policy
- TTU Student Complaint policy
- Withdrawal Procedure policy
- Allergy Injections policy
- Special Parking Policy for Students
- Annual Leave policy
- Bereavement Leave policy
- Civil Leave policy
- Educational Assistance for TTU Employees policy
- Educational Assistance for Spouse & Dependents of TTU Employees policy
- Employment of Minors policy
- Parental Leave policy
- Voting Leave policy