

**Administrative Council**  
**October 16, 2013**  
**President's Conference Room**

**Members Present**

Josh Aikens	Bobby Hodum	Philip Oldham
S.K. Ballal	Sharon Holderman	Bedelia Russell
Ed Boucher	Michael Hooper (sub. B. Taylor)	Donna Russell
Marc Burnett	Ashley Humphrey	Deborah Setliff
Helen Dainty	Mark Hutchins (sub. S. Rader)	Sandi J. Smith
Kent Dollar	Glenn James	Mark Stephens
Judy Duvall	Regina Lee	Claire Stinson
Ismail Fidan	Malinda Lloyd	Clay Stubblefield
Libby Gays (sub. E. Chambers)	Ann Manginelli	Debbie Walker
Laura Graves	Jack Matson	Mark Wilson
Kim Hanna	Joseph Ojo	Dana Winningham (sub. A. Brown)

**Members Absent**

Jim Baier	Rodley Pineda	Bharat Soni
Yun Ding	Jeff Plant	Holly Stretz
Jack Butler	Elizabeth Propes	Daniel Tribble
Don Frazier	Joseph Rencis	Jeff Young
Charlie Macke		

**Others Present**

Sandra Bohannon	Emily Humphreys	Butch Price
Sean Booth	Joshua Hunter	Leigh Ann Ray
Kae Carpenter	Melissa Moffet	Patricia Smith

**Summary of Proceedings:**

Approved agenda

Approved minutes of September 11, 2013, as distributed

Approved the Constitution for the TTU Water Professionals Student Chapter

Approved the Constitution for the TTU Able Bodies Community

Approved the "Minors on Campus" Policy

Approved the revised "The Eagle Card" Policy

Approved the revised "TTU Counseling Center" Policy

Approved the revised "Immunization Policy for New Full-Time Student in a TBR Institution"

Approved the "Class Excuse" Policy

**Proceedings:**

A motion to approve the agenda of October 16, 2013, as distributed, was made by Dr. Smith and seconded by Mr. Wilson. Motion APPROVED.

A motion to approve the minutes of September 11, 2013, was made by Mr. Aikens and seconded by Mr. Wilson. Motion APPROVED.

Professor Lee made a motion to approve the Constitution of the TTU Water Professionals Student Chapter. Mr. Wilson seconded the motion. The organization's purpose is to promote the professional needs of men and women with interests in the water or wastewater industries, water resources profession or other related careers. The student chapter is the combination of three professional associations: the American Water Resources Association, the American Water Works Association and the Water Environment Federation. Student representatives and a chapter advisor provided a brief summary of the group's focus and planned activities. Motion APPROVED.

Mr. Wilson moved to approve the TTU Able Bodies Community Constitution. Professor Lee seconded the motion. The organization aims to provide a sense of welcome and belonging to all individuals of Tennessee Tech and the surrounding community while placing special emphasis on individuals with disabilities. Student representatives gave a short overview of the organization's plans which includes the review of the election process of slated officers for amendment. Motion APPROVED.

A motion to approve the "Minors on Campus" Policy was made by Mr. Wilson. Dr. Ballal seconded. University Counsel Carpenter briefed the committee on the policy outlining its guidance regarding the responsibilities and restrictions placed on individuals and groups sponsoring events on campus that involve minors (with exception to those which require the attendance of parents). The policy requires background checks, training as well as mandatory reporting of allegations relating to abuse of a minor. Groups external to the University requesting use of TTU facilities must attest to meeting the policy standards (protection policy in place) under the facility use agreement. K-12 schools must only attest to being in compliance with K-12 requirements for protection of minors. The policy was tested with approximately 10 different groups over the summer session, and it was determined that written exceptions would be necessary when meeting certain requirements is unrealistic. Motion APPROVED.

Mr. Wilson moved to approve "The Eagle Card" revised policy. Mr. Aikens seconded the motion. The revised policy states that the first Eagle Card is at no cost to the student and each additional card issued will be \$10. Revisions also included reformatting for inclusion in the policy section of the TTU website. Motion APPROVED.

Mr. Wilson made a motion to approve the "TTU Counseling Center" revised policy. Dr. Ballal seconded. The revised policy includes clinical service eligibility, methods of contact, requirements for treating minors and the scope of practice for the TTU Counseling Center. Revisions to the policy's formatting and language were made to promote clarity. Motion APPROVED.

Dr. Ballal moved to approve the revised “Immunization Policy for New Full-Time Students in TBR Institutions.” Mr. Wilson seconded the motion. The state of Tennessee passed a law which TBR adopted requiring students under 22 living in campus housing to receive meningitis vaccination. The revision addresses the change in TBR policy. Motion APPROVED.

A motion to approve the “Class Excuse” Policy was made by Mr. Wilson. Dr. Ballal seconded. The policy states that Health Services does not routinely issue class excuses for missed classes or examinations because of an illness. A receipt is issued to a student when seen by TTU Health Services professionals, but excuses for class absences are left to instructor’s discretion. Motion APPROVED.

**Other Such Matters:**

Dr. Hodum provided an update on the absence policy per Dr. Ballal’s request. Class attendance is recorded by professors using various methods, and reports are then compiled to determine necessary student outreach. The current semester is being used as a pilot launch to compile baseline data, so it is too early in the process to determine status of attendance improvements. The University’s retention efforts include the impending hiring of a director of Retention Services.

Dr. Ballal moved to adjourn. Professor Lee seconded. The meeting ADJOURNED at 4:17 p.m.

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Terri Taylor, Recorder

Documents on file with minutes:

- Constitution for the TTU Water Professionals Student Chapter
- Constitution for the TTU Able Bodies Community
- “Minors on Campus” Policy
- “The Eagle Card” Policy
- “TTU Counseling Center” Policy
- “Immunization Policy for New Full-Time Student in a TBR Institution”
- “Class Excuse” Policy