

Administrative Council
September 11, 2013
President's Conference Room

Members Present

Josh Aikens	Kim Hanna	Joseph Rencis (V. Motevalli)
Jim Baier	Bobby Hodum	Donna Russell
S.K. Ballal	Sharon Holderman	Deborah Setliff
Ed Boucher	Michael Hooper	Sandi J. Smith
Marc Burnett	Ashley Humphrey	Mark Stephens
Jack Butler	Regina Lee	Holly Stretz
Helen Dainty	Charlie Macke	Clay Stubblefield
Kent Dollar	Jack Matson	Debbie Walker
Judy Duvall	Philip Oldham	Mark Wilson
Ismail Fidan	Rodley Pineda	Dana Winningham
Libby Gays	Jeff Plant	Jeff Young
Laura Graves		

Members Absent

Yun Ding	Malinda Lloyd	Bedelia Russell
Don Fraizer	Ann Manginelli	Bharat Soni
Mark Hutchins	Joseph Ojo	Claire Stinson
Glenn James	Elizabeth Propes	Daniel Tribble

Others Present

Kae Carpenter	Deanna Metts
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Summary of Proceedings:

Approved agenda

Approved minutes of April 10, 2013, as distributed

Approved the Policy "Access to Public Records" as distributed

Received briefing of TTU "Internal Audit Policy"

Proceedings:

A motion to approve the agenda of September 11, 2013, as distributed, was made by Dr. Ballal and seconded by Dr. Stretz. Motion APPROVED.

A motion to approve the minutes of April 10, 2013, was made by Dr. Ballal and seconded by Professor Lee. Motion APPROVED.

Dr. Ballal moved to approve the proposed policy on “Access to Public Records.” Mr. Wilson seconded the motion. University Counsel Carpenter briefed the committee on the policy stating that as a state entity the University’s records are open for inspection under Tennessee’s Public Records Act, and Tech needs to establish a uniform policy for charging and responding to requests. The policy will be reviewed every two years to ensure the policy remains up-to-date with public records laws. Counsel Carpenter reported that the hierarchy of governance is state statute, TBR policy, university policy and college/departmental policy. The policy was APPROVED unanimously by the Council.

A briefing on TTU’s “Internal Audit Policy” was provided by Internal Audit Director Metts. Metts stated the policy is TTU’s version of the TBR policy which has been in place since 2007 with the last update being made in 2011. TTU must maintain compliance with the Institute of Internal Auditors (IIA) per TBR and state law. Changes to the policy are generally only made when accounting standards change, but direct links are utilized in the chance that the TBR policy does change slightly.

University Counsel Carpenter discussed ongoing plans for review and update of University-wide policies. The goal includes devising for implementation a clear numbering system for easy policy access.

Mr. Macke moved to adjourn. Dr. Ballal seconded. The meeting ADJOURNED at 3:53 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

- Policy on “Access to Public Records”
- TTU “Internal Audit Policy”