

**Administrative Council
 November 14, 2018, 3:35 p.m.
 President's Conference Room
 Minutes**

Voting Members Present		
Geri Alcorn	Sandi-Smith Andrews	Debra Bryant
Andrew Callender	Harvill Eaton	Stuart Gaetjens
Mary Lou Fornehed (for Melissa Geist)	Mark Groundland	Kim Hanna
Paula Hinton	Shelia Hurley	Regina Lee
Charlie Mackie	Holly Mills	Tony Nelson
Steven Seiler (for Lachelle Norris)	Joseph Ojo	Richard Rand
Jeff Roberts	Cara Sisk	Sharon Stevenson
Claire Stinson	Birgit Hoffman	Mark Wilson
Mike Gotcher	Jeanette Wolak	Sally Pardue
Voting Members Absent		
Deborah Ballou	Emily Bass	Jeremy Blair
Marc Burnett	Katelyn Cammack	Madison Cole
Ahmed Elsayy	Billye Foster	Steven Frye
Mason Hillard	Seth King	Sam Masters
Vahid Motevalli	Steve Norris	Mohan Rao
Nicole Williams	Craig Zamer	
Resource Persons / Others Present		
Phillip Oldham	Kae Carpenter	Ann Hellman
Yvette Clark	Leslie Crickenberger	Jerry Keeton
Lee Wray	Greg Holt	Catherine Wallace
Rebecca Sweeten	Ethan Baril	

Summary:

Approved Agenda of November 14, 2018

Approved Minutes of September 12, 2018

Approved Constitution for American Sign Language of Tennessee Tech

Deferred Constitution for Club Tennis of Tennessee Tech

Approved Constitution for Scholars United for the Homeless of Tennessee Tech

Approved Constitution for Student Center for the Public Trust of Tennessee Tech

Deferred Constitution for Swim Club of Tennessee Tech

Clarification of Access to Public Records Policy 110

Approved revised Library Collection Development Policy 230

Approved revised Emergency Notifications Policy 420

Approved revised Identity Theft Prevention Program Policy 503

Approved new Gramm-Leach-Bliley Act Information Security Program 503.1

Approved revised Educational Assistance for Tennessee Tech Employees Policy 630

Approved revised Commission on the Status of Women procedures

Approved revised Administrative Council Procedures

Proceedings:

Chairman Sisk called the meeting to order at 3:35 p.m. in the President's Conference Room. Mark Wilson motioned to approve the agenda for November 14, 2018. Paula Hinton seconded. Motion APPROVED.

Mark Wilson moved for the approval of the minutes from September 12, 2018. Paula Hinton seconded. Motion APPROVED.

Mark Wilson moved for the approval of the Constitution for American Sign Language (ASL) of Tennessee Tech. Sandi Smith-Andrews seconded. Student representatives Rebecca Sweeten and Ethan Baril spoke on behalf of the club, which would provide tutoring, class help, and activities for students who take ASL classes on campus. Motion APPROVED.

Mark Wilson moved for the approval of the Constitution for Club Tennis of Tennessee Tech. Sandi Smith-Andrews seconded. The faculty advisor, Mark Groundland, served as a representative for the club and described the club's intent. Mark Groundland stated that the club was meant to promote the play of tennis throughout the university for students who were not a part of the tennis team. This club would be open to faculty and staff. Mark Wilson stated that the constitution needed revision before approval. The proposed constitution stated, "In the event of dissolution, all monetary assets would be donated to the Cookeville Tennis Association." Mark Wilson noted that this was an NCAA violation; noting that no student organization's funds can

go to something that includes students who are of a prospect age. Mark Wilson suggested tabling the constitution so it could be revised and returned to Administrative Council for the January meeting. Motion DENIED.

Mark Wilson moved for the approval of the Constitution for Scholars United for the Homeless of Tennessee Tech. Paula Hinton seconded. Student representative Adam Nakamoto spoke on the organization's intent to bring awareness to and aid homelessness around Cookeville stating that the faculty sponsor was Michelle Huddleston. Motion APPROVED.

Mark Wilson moved for the approval of the Constitution for Student Center for the Public Trust of Tennessee Tech. Paula Hinton seconded. Student representatives Katie Bilbrey provided an overview of the organization noting their faculty advisor was Steve Garner. Katie Bilbrey stated the intent was to educate and grow students to be ethical leaders. They hoped to make students aware of possible career ethical dilemmas and to provide ideas on how to properly handle said dilemmas with good decisions that impact their careers. Motion APPROVED.

Mark Wilson moved for the approval of the Constitution for the Swim Club of Tennessee Tech. Paula Hinton seconded. Student representative Hunter Hinshaw presented the Constitution for the Swim Club, stating the intent was to offer students an environment to learn water competency and basic strokes. The Club also hoped to compete with other university Swim Club teams. Mark Wilson stated that the constitution would also need revision before approval due to the statement, "In the event of dissolution, all monetary assets will be donated to the Cookeville High School Swim Team", which was an NCAA violation because funds cannot go to an organization that has students that are of a prospect age. Mark Wilson suggested tabling the constitution for revision and suggested it be presented for approval at the next Administrative Council meeting in January. Motion DENIED.

Kae Carpenter provided clarification on the previously discussed Access to Public Records Policy 110, pertaining to Tennessee "citizen" versus Tennessee "resident." At the September 12, 2018 Administrative Council meeting, a motion passed that changed "citizen" to "resident" within the policy. Kae Carpenter indicated that the lawful word to use for this policy was "citizen" and stated that citizenship was not equal to residency. Kae Carpenter noted it was confusing because in terms of immigration, residency means something else. Due to the written law, the policy wording needed to remain "citizen."

Mark Wilson moved for the approval of the revised Library Collection Development Policy 230. Paula Hinton seconded. Stuart Gaetjens presented the revised policy, which described those who participated in the development of the library collection. References to the TBR were removed, and the language was revised to adequately reflect current practices. Motion APPROVED.

Mark Wilson moved for the approval of the revised Emergency Notifications Policy 420. Paula Hinton seconded. Greg Holt presented the revised policy, which established procedures to notify the Tennessee Tech campus community upon the confirmation of a significant emergency or dangerous situation that involved an immediate threat to the health or safety of students or employees on campus. The University was required to have an Emergency Notification Policy

due to the Clery Act. Policy language was revised to clearly define chains of communication and removed unnecessary wording. Friendly amendments were suggested by Sandi-Smith Andrews to remove redundant wording stating “his or her designee”. Greg Holt agreed to review and make the appropriate revisions. Motion APPROVED.

Mark Wilson moved for the approval of the revised Identity Theft Prevention Program Policy 503. Paula Hinton seconded. Greg Holt presented this policy, which established standards and procedures to detect, prevent and mitigate identity theft, and to help protect Tennessee Tech, its faculty, staff, students and other applicable constituents from damages related to the loss or misuse of identifying information due to identity theft. Greg Holt stated that the policy was a renewed version of the old TBR policy, which was revised to be much more specific to Tennessee Tech. Motion APPROVED.

Mark Wilson moved for the approval of the new Gramm-Leach-Bliley Act Information Security Program 503.1. Paula Hinton seconded. Greg Holt presented the new policy, which was mandated by the Gramm-Leach-Bliley Act (GLBA) and the Federal Trade Commission’s Standards for Safeguarding Customer Information to protect electronic accounts and customer information. Motion APPROVED.

Mark Wilson moved for the approval of the revised Educational Assistance for Tennessee Tech Employees Policy 630. Leslie Crickenberger presented the policy, which established the process and procedures regarding educational assistance for Tennessee Tech employees. Revisions were made to remove TBR references and to add language referring to tuition reimbursement for employees. Sandi Smith-Andrews, Holly Mills, Jeanette Wolak, Mike Gotcher, and Richard Rand brought up concerns with the policy, including the budget for tuition reimbursement, priority for tuition reimbursement, retirees, reimbursement rates, and exceptions. Leslie Crickenberger addressed all questions and concerns. Motion APPROVED.

Mark Wilson moved for approval of the revised Commission of the Status of Women procedures. Paula Hinton seconded. Ann Hellman presented the revisions, which included additional language regarding the objectives of the commission, a redefinition of what constituted a quorum for the commission, and a clear definition for the removal of inactive members. Motion APPROVED.

Mark Wilson moved for approval of the revised Administrative Council procedures. Paula Hinton seconded. Sandi Smith-Andrews presented the revisions noting that the revisions had been approved via a motion at the September 12, 2018 Administrative Council meeting. After review of the procedures, it was determined that the correct action was to revise the Administrative Council procedures. The revision included requiring marked-up policies in addition to clean formatted policies for review. Motion APPROVED.

Under Other Such Matters, Chairman Sisk requested members to serve on a nominating committee to select a new chairman for 2019-2020; Dr. Sisk’s term expires in May 2019. Sandi Smith-Andrews agreed to be on the nominating committee.

Mark Wilson reminded the council of the upcoming Blue Cross Bowl and suggested that everyone allocate time for parking challenges noting there would be parking available across Willow Avenue and that shuttles would be running.

Mark Wilson moved to adjourn. Holly Mills seconded. The committee meeting adjourned at 4:27 p.m.

Diane Smith, Recorder

Documents on file with minutes:

Agenda of November 14, 2018

Minutes of September 12, 2018

Constitution for American Sign Language of Tennessee Tech

Constitution for Club Tennis of Tennessee Tech

Constitution for Scholars United for the Homeless of Tennessee Tech

Constitution for Student Center for the Public Trust of Tennessee Tech

Constitution for Swim Club of Tennessee Tech

Revised Policies:

Library Collection Development Policy No. 230

Emergency Notifications Policy No. 420

Identity Theft Prevention Program Policy No. 503

Educational Assistance for Tennessee Tech Employees Policy No. 630

New Policy:

Gramm-Leach-Bliley Act Information Security Program No. 503.1

Procedures:

Commission on the Status of Women procedures

Administrative Council procedures