

Administrative Council
September 12, 2018, 3:35 p.m.
President's Conference Room
Amended Minutes

Voting Members Present		
Geri Alcorn	Sandi-Smith Andrews	Deborah Ballou
Marc Burnett	Jack Butler	Andrew Callendar
Grant Towns (proxy for Katelyn Cammack)	Madison Cole	Mary Lou Fornehead (proxy for Melissa Geist)
Mark Groundland	Kim Hanna	Paula Hinton
Shelia Hurley	Seth King	Regina Lee
Holly Mills	Vahid Motevalli	Tony Nelson
Steven Seiler (proxy for Lachella Norris)	Joseph Ojo	Sally Perdue
Jeff Roberts	Cara Sisk	Francis Otunye (proxy for Bharat Soni)
Sharon Stevenson	Greg Holt (Proxy for Claire Stinson)	Birgit Hoffman
Tammie McMillan (proxy for Mark Wilson)	Patrick Wilson	Jeanette Wolak
Craig Zamer	Ahmed Elsayy	
Voting Members Absent		
Emily Bass	Jeremy Blair	Debra Bryant
Billye Foster	Steven Frye	Stuart Gaetjens
Mason Hilliard	Steve Norris	Richard Rand
Mohan Rao	Nicole Williams	
Resource Persons / Others Present		
Sandra Bohanon	Kevin Braswell (Absent)	Yvette Clark
Leslie Crickenberger	Mark Stephens (Absent)	Phil Oldham (Absent)
Dewayne Wright	Leigh Ann Ray	Deb Zsigalov
Amy Hill		

Summary:

Approved Agenda of September 12th, 2018

Approved Minutes of April 4th, 2018

Approved revised Access to Public Records Policy No. 110

Approved revised Student Immunization and Screenings Policy No. 360

Approved revised Parental Leave Policy No. 612

Deferred Action on revised Intellectual Property Policy No. 732

Sexual Misconduct Policy No. 143. Information only. Out-of-cycle approval

Unmanned Aircraft Policy No. 190. Information only. Out-of-cycle approval.

Access to and Use of Tennessee Tech Email Distribution Lists No. 1104. Information only. Out-of-cycle approval.

Proceedings:

Chairman Sisk called the meeting to order. **Dr. Ballou** made a motion to approve the agenda for September 12th, 2018. **Dr. Smith-Andrews** seconded. Motion APPROVED.

Dr. Motevalli moved approval of the minutes from April 4th, 2018. **Dr. Smith-Andrews** seconded. Motion APPROVED.

Dr. Smith Andrews moved to approve the amended Access to Public Records Policy No. 110. **Dr. Dollar** seconded. This policy's purpose states that Tennessee Tech records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. This policy establishes uniform procedures for handling requests for such records. Upon leaving the TBR, Tennessee Tech was required to re-do this policy. Tennessee Tech decided to use a model policy, but this model was found to be wordy and ineffective in some places. Revisions were made to make the policy less "wordy", while still embodying how Tennessee Tech had been operating. **Dr. Smith-Andrews** suggested a friendly amendment to replace the word "citizenship" with "residency", as it was more appropriate for the policy. Motion APPROVED.

Dr. Smith-Andrews moved to approve the Immunizations for New Full-Time Students Policy No. 360. **Dr. Ballou** seconded. The purpose of this policy is to provide guidance on required immunizations for certain diseases or exemptions from such requirements. Revisions were made to clean up language, and changed the TB screening to follow the Tennessee Department of Health Guidelines and the American College Health Association Guidelines. Motion APPROVED.

Dr. Smith-Andrews moved to approve the Parental Leave Policy No. 612. **Dr. Ballou** seconded. This policy establishes the conditions for parental leave. Revisions were made due to House Bill 2590. Employees or employees with spouses who are pregnant are now allowed to take up to 12 weeks sick leave, as opposed to the previous "medically necessary" time. Motion APPROVED.

Dr. Ballou made a motion for approval to RESCIND the Intellectual Policy No. 732. **Dr. Smith-Andrews** seconded. It is the policy of Tennessee Tech to encourage inventions and the production of copyrightable works; facilitate the utilization of such inventions and works to the benefit of the public and members of Tennessee Tech community; and provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to

this policy, Tennessee Tech is determined to have an interest. Revisions were made to remove TBR references. After much discussion about the unapproved discrepancies in the proposed revised policy, it was decided that further discussion and additional review was in order. Motion APPROVED.