

**Administrative Council
April 6, 2022 - 3:35 p.m.
TEAMS Meeting
Minutes**

Voting Members Present		
Dan Allcott	Michael Allen	Amy Brown
Debra Bryant	Jacob Cherry	Kristine Craven
Dennis Duncan	Joshua Edmonds	Mary Lou Fornehed
Steve Garner	Scott Hagarty	David Hajdik
Elizabeth Honeycutt	Tammy Howard	Samantha Hutson
Janet Isbell	Andrea Kruszk	Jane Liu
Mark Loftis	Holly Mills	Tony Nelson
Kristin Pickering	Mustafa Rajabali	Chuck Roberts
Bedelia Russell	Joseph Slater	Scott Smith
Sandi Smith-Andrews, Chair	Emily Wheeler (Proxy for Claire Stinson)	Suzan Swartzentover
Jennifer Taylor	Kyle Turner	Lenly Weathers
Angie Wells	Mark Wilson	Kim Winkle
Laith Zuraikat	Kim Hanna	
Voting Members Absent		
Sandra Bohannon	Daniel Brent Drexler	Madison Harris
Aaron Lay	Joseph Ojo	Elizabeth Ramsey
Dan Swartling		
Resource Persons / Others Present		
Kacee Abbott	Ed Beason	Jeff Boles
Kevin Braswell	Edward Driggers	Chester Goad
Sharon Holderman	Sharon Huo	Philip Oldham
Rob Owens	Cynthia Polk-Johnson	Donna Schrock
Diane Smith	Matt Smith	Mark Stephens
Kevin Vedder	Katherine Williams	Lee Wray
Addison Dorris		

Summary:

Approved agenda

Approved March 2, 2022 minutes

Approved new Research Centers Policy No. 706

Approved revised Record Retention and Disposition Policy No. 113

Approved revised General & Group Travel Policy No. 506

Approved revised Disposal of Surplus Personal Property Policy No. 509.1

Approved revised Code of Conduct Policy No. 600

Approved Athletics annual report for 2021-22

- 1) Diversity Issues
- 2) Gender Equity

Approved annual reports of committees reporting to the Administrative Council for 2021-22

Approved revised ADA and Accessibility Advisory Committee Procedures

Approved revised Administrative Council Procedures

Approved revised University Research Advisory Committee (URAC) Procedures

Elected Chair and Vice-Chair for Administrative Council 2022-23

Proceedings:

Chair Sandi Smith-Andrews called the Administrative Council meeting to order at 3:35 p.m. Dennis Duncan motioned to approve the agenda for April 6, 2022. Holly Mills seconded. Motion APPROVED.

Andrea Kruszka motioned to approve the March 2, 2022 minutes. Mills seconded. Motion APPROVED.

Smith-Andrews put forth the second reading of the Research Center Policy 706 for approval. Duncan motioned to approve. Kruszka seconded. Jennifer Taylor stated the policy had been reviewed by University Research Advisory Council (URAC), current Center Directors and a couple of deans with no major changes, only grammatical, from the policy's first reading. There were no questions or discussion. Motion APPROVED, four abstained.

Janet Isbell motioned to approve the revised Record Retention and Disposition Policy No. 113, also a second reading. Mills seconded. There were no questions or discussion. Sharon Holderman was present and stated there had been no change since the first reading. Motion APPROVED.

Duncan motioned to approve the revised General & Group Travel Policy No. 506, also a second reading. Kacee Abbott was present and stated there had been no changes since first reading. Isbell seconded. There were no questions or discussion. Motion APPROVED.

Mills motioned to approve the revised Disposal of Surplus Personal Property Policy No. 509.1, also a second reading. Mary Lou Fornehed seconded. There were no questions or discussion. Motion APPROVED, one abstention.

Fornehed motioned to approve the revised Code of Conduct Policy No. 600, also a second reading. Bedelia Russell seconded. Kevin Vedder was present for discussion and stated there had been no changes since the first reading. There were no questions or discussion. Motion APPROVED with three nay's and one abstention.

Debra Bryant motioned to approve the Athletics Annual Reports for 2021-22: 1) Diversity Issues, and, 2) Gender Equity. Rob Owens seconded. Mark Wilson presented and stated Tennessee Tech continued to do a great job in relation to diversity in Athletics and gender equity. Motioned APPROVED.

Smith-Andrews stated that Administrative Council had received 100 percent of the annual reports from committees reporting to Administrative Council. Mills motioned to receive the annual reports of committees reporting to the Administrative Council for 2021-2022. Michael Allen seconded. Smith-Andrews asked for discussion and there was none. Smith-Andrews noted this was the first year the Administrative Council did not approve student constitutions. Smith-Andrews asked about the new approval system and Katie Williams added that the new system worked very well, all the proposed student organizations received feedback from the Student Affairs Committee and incorporated the suggestions into their constitutions which made the constitutions better. Williams stated she had provided more detail in the Student Affairs Committee annual report for the Administrative Council. There was no further discussion. Motion APPROVED, one abstention.

Allen motioned to approve the revised ADA and Accessibility Advisory Committee Procedures. Duncan seconded. Chester Goad and Ed Beason presented the changes and thanked Sharon Holderman for her work on the procedures. Goad noted that the word Accessibility was added to the name of the committee and removed the item stating that meetings in the summer were excluded. Motioned APPROVED.

Allen motioned to approve the revised Administrative Council Procedures prepared by Smith-Andrews, Mills, and Allen. Kruszka seconded. Smith-Andrews presented and stated there were three areas of proposed changes: 1) cleaned up the names of the committees that report to the Administrative Council; 2) removed one faculty Library member from the council membership criteria; and, 3) added an elected Vice-Chair to the council.

Mills noted that when the representation on the Administrative Council was previously revisited a few years ago, two members from the Library were adequate for each Council. Mills added that due to retirements and departmental changes, the Library now has reduced to seven faculty and she felt that the Library Council membership should also be reduced. Mills proposed only one faculty representative from the Library on the Administrative Council and one on the Academic Council, which she would later present to that Council.

Smith-Andrews proposed the Administrative Council move from an elected Chairperson every Spring, to electing a Chair-Elect or Vice-Chair. Allen commented that currently, members who are approached about being nominated for Chair, decline. Allen proposed that the Vice-Chair would have the opportunity to learn from the Chair, then the Vice-Chair would easily move into the Chair position. Allen felt this would provide more interest in the position. Smith-Andrews added that if the revised Administrative Council procedures passed, then the council would elect a Chair and a Chair-Elect today.

Smith-Andrews noted that another proposed change to the procedures was due to the process revision passed in the Fall related to having a first reading when there were substantive changes to a policy.

Lori Bruce asked to hear from anyone who had served as a Chair to either Administrative or Academic Council, if they thought that this change to a Chair-Elect would have benefited them. Kruszka stated that she could not comment as it related to being on Councils, however, she was Vice-Chair for Staff Advisory Committee to the President and she paid more attention to the proceedings, distribution of materials, and the order of business and it was very helpful to her. Rob Owens added that he was the Executive Officer to the Commission on the Status of Blacks, which operated under that same model and it had worked well; the Vice-Chair was able to assist the Chair, also.

Smith-Andrews stated she was neutral but Jeannette Wolak Luna had expressed a concern that it was a two-year commitment and what happened when a member was within or near the conclusion of their term cycle. Smith-Andrews suggested that a provision could be added to the procedures for a person that may have their term expiring to be able to stay to complete a two-year commitment. Dan Allcott asked if this would affect the numbers, would it mean that a spot could not be opened up for new elections. Smith-Andrews stated that no provisions had been made for extension, so you would only be eligible for your elected term. Allcott motioned to change the policy to reflect that an officer may stay on the Administrative Council without running for reelection to complete their term of office. Wilson seconded. Smith-Andrews compared this revision to Faculty Senate Procedures which are the same as proposed by Allcott.

Smith-Andrews added that the intent was to keep the Academic Council and the Administrative Council Procedures consistent. If the motion were approved today for Administrative Council, then the same provision would be proposed to Academic Council Procedures for approval next week.

Smith-Andrews clarified that the first vote would extend the Chairperson's membership, if needed, to complete their term should he/she choose to not seek reelection on the Administrative Council. Motion APPROVED.

Smith-Andrews asked for the second vote on the revised Administrative Council Procedures with the changes already submitted in writing and the minor addition to extend the Chairperson's membership just voted on. Motion APPROVED.

Duncan motioned to approve the revised University Research Advisory Committee (URAC) Procedures. Mills seconded. Jeff Boles presented that a Chair-Elect was added to the URAC Procedures. With hearing the discussion on the topic related to the Administrative Council Chair-Elect term, Boles consulted with Jennifer Taylor via chat. Boles asked if the Chair-Elect were in their third year of their term, would President Oldham appoint the Chair-Elect to extend their membership another year to complete their commitment as Chair. President Oldham agreed to this change. Motion APPROVED.

Smith-Andrews stated the members of the Nominating Committee for the election of the next Administrative Council Chair were: Michael Allen, Andrea Kruszka and Dennis Duncan. Michael Allen stated that when the survey was sent out for nominations for Administrative Council Chair for 2022-23 many commented they did not feel they had the experience. No one wanted to run, therefore, the proposed amendment to the Administrative Council Procedures to add a Chair-Elect. Due to this, Smith-Andrews agreed she would serve as Chair for one more year. Smith-Andrews wanted clarified if there were candidates for the Vice-Chair position, and the Vice-Chair position were elected today, she would agree. There were no other nominations. Allen motioned to accept Smith-Andrews by acclamation as Chair. Smith-Andrews accepted the nomination. Smith-Andrews was unanimously elected Chair of the Administrative Council for 2022-23.

Allen opened the floor for nominees to serve as Vice-Chair either by nominating themselves or someone else. Mary Lou Fornehed was nominated. Kruszka seconded. Fornehed accepted the nomination. Fornehed was unanimously elected Vice-Chair of Administrative Council for 2022-23.

Smith-Andrews thanked the members, whose terms were ending, for their service.

Fornehed motioned to adjourn. Kruszka seconded. Adjourned at 4:28 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of April 6, 2022
Minutes of March 2, 2022

New Policies:

Research Centers Policy No. 706

Revised Policies:

Record Retention Policy No. 113
General and Group Travel Policies No. 506
Disposal of Surplus Personal Property Policy No. 509.1
Code of Conduct Policy No. 600

Annual Reports:

Athletics – Diversity Issues
Athletics – Gender Equity
Committees Reporting to Administrative Council

Revised Procedures:

ADA and Accessibility Advisory Committee
Administrative Council
University Research Advisory Committee (URAC)