

Administrative Council
April 5, 2017, 3:35 p.m.
President's Conference Room

Voting Members Present		
Jim Baier	Jerry Keeton	Sandi Smith
S.K. Ballal	Regina Lee (Manginelli)	Bharat Soni
Deborah Ballou	Charlie Macke	Mark Stephens
Jason Beach	Tony Michael	James Stewart
Debra Bryant	Holly Mills	Claire Stinson
Marc Burnett (Bohannon)	Tony Nelson	Huey-Ming Tzeng
Jack Butler	Chad Rezsnyak	Debbie Walker
George Chitiyo (R. Chitiyo)	Jeff Roberts	Mark Wilson
Paula Hinton	Cara Sisk	
Voting Members Absent		
Sam Broady	Steven Frye	Joseph Ojo
Kent Dollar	Melissa Geist	Rita Ramsey
Ward Doubet	Mike Gotcher	Richard Rand
Judy Duvall	Jane Liu	Joseph Rencis
Kevin Edwards	Alex Martin	Rachel Tuck
Brooke Fleenor		
Resource Persons Present		
Glenn James (Mahajan)	Jeff Young	Phil Oldham (Ex Officio)
Resource Persons Absent		
Ed Boucher	Kevin Braswell	Leslie Crickenberger

Summary:

Approved agenda of April 5, 2017, as distributed

Approved minutes of February 22, 2017

Approved revised Constitution for Alpha Lambda Delta of TTU

Approved Best Buddies Constitution of TTU

Approved Constitution for Eagle View Productions of TTU

Approved Mate Masie: Ghanaian Drum & Dance Club Constitution of TTU

Approved Students for Bio-Ethical Reform Constitution of TTU

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Approved The Botany Club Constitution

Approved Constitution for The Student Conservation Biology Association

Approved Children in the Classroom and Workplace Policy No. 119

Approved Conflict of Interest: Student Financial Aid Policy No. 134

Approved Unmanned Aircraft Systems Policy No. 190

Approved Business & Fiscal Affairs Policies:

 Receipting Policy No. 505

 Fixed Assets and Sensitive Minor Equipment Policy No. 509

 Disposal of Surplus Personal Property Policy No. 509.1

 Reporting and Resolution of Institutional Losses Policy No. 514

 Grants, Contracts and Cooperative Agreements Policy No. 516

 Institutional Memberships and Subscriptions Policy No. 517

 Deposit and Investment of Funds Policy No. 521

 University Endowment Funds Policy No. 522

 Operation of Auxiliary Enterprises Policy No. 523

 Revenue from Campus Concessions Policy No. 524

 Foundations Policy No. 535

 Solicitation and Acceptance of Gifts Policy No. 536

 Assignment of Motor Vehicles Policy No. 562

 Motor Vehicles Policy No. 564

Approved Business & Fiscal Affairs Policies:

 Conflict of Interest Policy No. 132

 Code of Conduct Policy No. 600

 Family, Medical, and Service Member Leave Policy No. 617

 Administrative Closing Policy No. 628

 Educational Assistance for TTU Employees Policy No. 630

 Educational Assistance for Spouse & Dependents of TTU Employees Policy No. 631

 Financial Exigency Policy No. 648

 Optional Retirement Plan Policy No. 665

Rescinded Charitable Organization Deduction Policy No. 635

Approved Access to Public Records Policy No.110

Approved Sexual Misconduct Policy No. 143

Deferred action on Alcohol and Drugs Policy No. 172 (requested additional review and revisions)

Approved Student Affairs policies:

 Student Conduct Policy No. 302

 Student Organizations Policy No. 315

 Greek Life Policy No. 320

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Approved revised Student Housing Policy No. 305

Approved revised Safety and Security Camera Acceptable Use Policy No. 403

Approved new Parking and Traffic Enforcement Policy No. 415

Approved proposed procedural revisions for the Stormwater Management Committee

Approved Athletics' committees annual reports for 2016-17: 1) Diversity Issues; 2) Gender Equity

Approved annual reports of committees reporting to the Administrative Council for the 2016-17 AY

Approved proposed procedural revisions for the Administrative Council

Received report of the ad hoc Nominating Committee for 2017-18 Council chairman

Proceedings:

A motion to approve the agenda of April 5, 2017, as distributed, was made by Mr. Wilson, and Dr. Ballal seconded the motion. Motion APPROVED.

Mr. Wilson moved approval of the minutes from February 22, 2017. Dr. Smith seconded. Motion APPROVED.

Mr. Wilson moved approval of revised Constitution for Alpha Lambda Delta of TTU. Dr. Ballal seconded. This group's purpose is to promote scholastic achievement among first year students and assist them to promote meaningful goals for their roles in society. Motion APPROVED.

A motion was made by Mr. Wilson to approve the Best Buddies Constitution of TTU. The motion was seconded by Mr. Macke. The purpose of Best Buddies is to establish a global volunteer movement that creates opportunities for inclusion of people with intellectual and developmental disabilities. Motion APPROVED.

Dr. Ballal made a motion to approve the Constitution of Eagle View Productions (EVP) of TTU. Mr. Wilson seconded. The purpose of EVP is to promote voices and images of students and organizations on campus through advanced platforms of digital media. Motion APPROVED.

A motion to approve Mate Masie: Ghanaian Drum & Dance Club Constitution of TTU was made by Mr. Wilson and seconded by Dr. Ballal. This group's purpose is to promote the art and culture of

Ghanaian drumming and dancing across campus and the community through performance of traditional Ghanaian pieces. Motion APPROVED.

Dr. Stewart moved approval of the Students for Bio-Ethical Reform Constitution of TTU. Dr. Hinton seconded. The purpose of this group will be to advocate through education for justice and the right to life for the preborn, the disabled, the infirm, the aged, and all vulnerable people and to help women and men in crisis pregnancies find support services for themselves and their preborn child. Motion APPROVED.

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Dr. Ballal moved approval of The Botany Club Constitution and Mr. Wilson seconded. The purpose of this group is to bring together students that have a common interest in plants and to promote plant science education. Motion APPROVED.

A motion to approve the Constitution for The Student Conservation Biology Association was made by Mr. Wilson and seconded by Dr. Ballal. This group is a collaborative effort between students, educators, professionals, and individuals with an interest in issues affecting the biodiversity of local and worldwide communities. Motion APPROVED.

Mr. Wilson moved approval of the Children in the Classroom and Workplace Policy No. 119. This motion was seconded by Dr. Ballal. This policy establishes rules regarding the presence of children on Tennessee Tech Property. Motion APPROVED.

Mr. Wilson made a motion for approval of the Conflict of Interest: Student Financial Aid Policy No. 134. Dr. Ballal seconded. The purpose of this policy is to describe the code of conduct related to financial aid in compliance with federal and state law. Motion APPROVED.

A motion to approve the Unmanned Aircraft Systems Policy No. 190 was made by Mr. Wilson and seconded by Mr. Macke. This establishes a policy regarding the operation of Unmanned Aircraft Systems (drones) over campus property as well as TTU owned drones. Motion APPROVED.

A motion for blanket approval of revised Business and Fiscal Affairs policies was made by Mr. Wilson and seconded by Dr. Ballal. Motion APPROVED.

“Receipting Policy No. 505” establishes standards for handling of receipts at Tennessee Tech

“Fixed Assets and Sensitive Minor Equipment Policy No. 509” outlines uniform guidance for consistent capitalization of Fixed Assets and standards for tracking Sensitive Minor Equipment

“Disposal of Surplus Personal Property Policy No. 509.1” sets forth appropriate policies and procedures for disposal of surplus personal property

“Reporting and Resolution of Institutional Losses Policy No. 514” establishes the process and procedures for reporting and resolution of institutional losses at Tennessee Tech

“Grants, Contracts and Cooperative Agreements Policy No. 516” is to document post-award policies and procedures for externally sponsored agreements

“Institutional Memberships and Subscriptions Policy No. 517” implements the Tennessee Tech University policy on membership dues and subscriptions paid from university funds

“Deposit and Investment of Funds Policy No. 521” sets forth appropriate policies and procedures for depositing and investing funds for Tennessee Tech

“University Endowment Funds Policy No. 522” provides guidance regarding administering Tennessee Tech Endowment Funds

“Operation of Auxiliary Enterprises Policy No. 523” is to define Auxiliary Enterprise Operations at Tennessee Tech and establish guidelines for financial operations of Auxiliary Enterprise Operations

“Revenue from Campus Concessions Policy No. 524” is the establishment of the process and procedures regarding revenue received from campus concessions at Tennessee Tech

“Foundations Policy No. 535” is to assure that, with regard to any foundation established to support Tennessee Tech, the relationship of the foundation to Tennessee Tech is clearly defined and set forth in a formal written manner

“Solicitation and Acceptance of Gifts Policy No. 536” establishes responsibilities and procedures regarding the solicitation and acceptance of Gifts to Tennessee Tech

“Assignment of Motor Vehicles Policy No. 562” provides structure to the assignment of a university-owned motor vehicle to Tennessee Tech’s President

“Motor Vehicles Policy No. 564” establishes the minimum regulations and procedures concerning the maintenance and operation of motor vehicles of Tennessee Tech

Mr. Macke made a motion for blanket approval of Business and Fiscal Affairs policies. Mr. Wilson seconded. Motion APPROVED.

“Conflict of Interest Policy No. 132” establishes that all employees of Tennessee Tech serve the interests of the State of Tennessee and its citizens and have a duty to avoid activities and situations that, either actually or potentially, put personal interests before professional obligations

“Code of Conduct Policy No. 600” provides guidance to Tennessee Tech employees on how to conduct themselves in an ethical and responsible manner

“Family, Medical, and Service Member Leave Policy No. 617” establishes the criteria and process regarding family, medical, and service member leave

“Administrative Closing Policy No. 628” details the criteria and processes regarding Administrative Closings at Tennessee Tech

“Educational Assistance for TTU Employees Policy No. 630” establishes the process and procedures regarding educational assistance for Tennessee Tech employees

“Educational Assistance for Spouse & Dependents of TTU Employees Policy No. 631” establishes the process and procedures regarding educational assistance for spouses and dependents of Tennessee Tech employees

“Financial Exigency Policy No. 648” establishes the criteria and process regarding financial exigency at Tennessee Tech

“Optional Retirement Plan Policy No. 665” establishes the criteria and process for the optional retirement program

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Mr. Macke moved to rescind the Charitable Organization Deduction Policy No. 635. Mr. Wilson seconded. Motion APPROVED.

A motion to approve the Access to Public Records Policy No. 110 was made by Dr. Smith, and Mr. Wilson seconded this motion. This records policy establishes uniform procedures for handling request of public records at Tennessee Tech. Motion APPROVED.

A motion was made by Mr. Wilson for approval of Sexual Misconduct Policy No. 143. This motion was seconded by Dr. Ballal. The policy is intended to provide a single, easily accessible and user-friendly document for students, employees, and others affected by sexual misconduct to find information regarding Tennessee Tech's rules and procedures related to sexual misconduct. Motion APPROVED.

The Council deferred action on the Alcohol and Drugs Policy No. 172 and requested additional review and revisions. The proposed policy is to provide for compliance with all applicable laws and Tennessee Tech policies regarding the use of alcohol and drugs by members of the Tennessee Tech community.

Mr. Wilson moved for blanket approval of Student Affairs policies. Dr. Ballal seconded. Motion APPROVED.

“Student Conduct Policy No. 302” describes standards of conduct and adjudication processes for student disciplinary matters

“Student Organizations Policy No. 315” is a policy that describes the expectations and procedures that student organizations are required to follow to obtain and maintain registration with Tennessee Tech

“Greek Life Policy No. 320” details the standards that Greek organizations are expected to maintain

A motion was made by Mr. Wilson to approve Student Affairs revised Housing Policy No. 305. Motion seconded by Dr. Roberts. The purpose of this policy is to provide residential students with expectations and direction regarding student housing. Motion APPROVED.

Mr. Wilson moved approval of the revised Safety and Security Camera Acceptable Use Policy No. 403. Dr. Hinton seconded. This policy formalizes procedures for installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. Motion APPROVED.

A motion was made by Mr. Wilson to approve the new Parking and Traffic Enforcement Policy No. 415. Dr. Hinton seconded. This policy defines Tennessee Tech parking and traffic enforcement. Motion APPROVED.

Mr. Wilson moved approval of proposed procedural revisions for the Stormwater Management Committee. This motion was seconded by Dr. Roberts. Motion APPROVED.

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Dr. Smith moved approval of the annual reports of Athletics committees for 2016-17: 1) Diversity Issues; 2) Gender Equity. Dr. Stinson seconded. Motion APPROVED.

Mr. Wilson moved approval of annual reports of committees reporting to the Administrative Council for the 2016-17 academic year as submitted. Dr. Hinton seconded. Motion APPROVED.

A motion was made to approve proposed procedural revisions for the Administrative Council by Mr. Wilson. Seconded by Dr. Ballal. Motion APPROVED.

On behalf of the Nominating Committee, Mr. Wilson moved to nominate Dr. Cara Sisk as Council chairman for the 2017-18 academic year. Dr. Smith seconded. The floor was open for nominations, hearing none, nominations were ceased and Dr. Sisk was elected by acclamation.

The Council expressed gratitude to Dr. Baier for serving as chair. Dr. Baier stated that it had been a privilege to serve as the Council chair.

Dr. Ballal moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4:41 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

Constitution for Alpha Lambda Delta of TTU
Best Buddies Constitution of TTU
Constitution for Eagle View Productions of TTU
Mate Masie: Ghanaian Drum & Dance Club Constitution of TTU
Students for Bio-Ethical Reform Constitution of TTU
The Botany Club Constitution
Constitution for The Student Conservation Biology Association
Children in the Classroom and Workplace Policy No. 119
Conflict of Interest: Student Financial Aid Policy No. 134
Unmanned Aircraft Systems Policy No. 190

Business & Fiscal Affairs Policies:

- Receipting Policy No. 505
- Fixed Assets and Sensitive Minor Equipment Policy No. 509
- Disposal of Surplus Personal Property Policy No. 509.1
- Reporting and Resolution of Institutional Losses Policy No. 514
- Grants, Contracts and Cooperative Agreements Policy No. 516
- Institutional Memberships and Subscriptions Policy No. 517
- Deposit and Investment of Funds Policy No. 521
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- Operation of Auxiliary Enterprises Policy No. 523
- Revenue from Campus Concessions Policy No. 524

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- Foundations Policy No. 535
- Solicitation and Acceptance of Gifts Policy No. 536
- Assignment of Motor Vehicles Policy No. 562
- Motor Vehicles Policy No. 564

Business & Fiscal Affairs Policies:

- Conflict of Interest Policy No. 132
- Code of Conduct Policy No. 600
- Family, Medical, and Service Member Leave Policy No. 617
- Administrative Closing Policy No. 628
- Educational Assistance for TTU Employees Policy No. 630
- Educational Assistance for Spouse & Dependents of TTU Employees Policy No. 631
- Financial Exigency Policy No. 648
- Optional Retirement Plan Policy No. 665

Access to Public Records Policy No.110

Sexual Misconduct Policy No. 143

Student Affairs policies:

- Student Conduct Policy No. 302
- Student Organizations Policy No. 315
- Greek Life Policy No. 320

Student Housing Policy No. 305

Revised Safety and Security Camera Acceptable Use Policy No. 403

Parking and Traffic Enforcement Policy No. 415

Stormwater Management Committee Procedures

Athletics annual reports for 2016-17: 1) Diversity Issues; 2) Gender Equity

Annual Reports of committees reporting to the Administrative Council for the 2016-17 AY

Administrative Council Procedures