

**Administrative Council  
September 30, 2020 - 3:35 p.m.  
ZOOM Meeting  
Minutes**

<b>Voting Members Present</b>		
Dan Allcott	Michael Allen	Jeremy Blair
Debra Bryant	Wei Tsun Chang	Daniel Brent Drexler
Dennis Duncan	Mary Lou Fornehed	David Hajdik
Kim Hanna	Madison Harris	Alexis Harvey
Elizabeth Honeycutt	Janet Isbell	Brian Jones
Nancy Kolodziej	Aaron Lay	Chad Luke
Holly Mills	Lachelle Norris	Sally Pardue
Richard Rand	Bedelia Russell	Chuck Roberts
Mike Rogers	Joseph Slater	Sandra Smith-Andrews
Claire Stinson	Dan Swartling	Suzan Swartzentrover
Jennifer Taylor	Mark Wilson	Jeannette Wolak
Lisa Zagumny		
<b>Voting Members Absent</b>		
Sandra Bohannon	Joshua Edmonds	Steven Frye
Tammy Howard	Tony Nelson	Steven Norris
Anthony Paradis	Jeffery Roberts	Lenly Weathers
Angie Wells		
<b>Resource Persons / Others Present</b>		
Kevin Braswell	Wolfgang Bronner	Yvette Clark
Lelia Gibson	Leslie Hardin	Greg Holt
Sharon Huo	Philip Oldham	Donna Schrock
Diane Smith	Matt Smith	Omari Smith
Mark Stephens	Katie Williams	Jeri Winningham
Lee Wray		

**Summary:**

Approved agenda

Approved September 2, 2020 minutes

Approved Constitution for Black Student Union of Tennessee Tech

Received revised Title IX Policy and Grievance Procedures Policy 144. Out-of-cycle approval

Received revised Fees, Charges, Refunds, and Adjustments Policy No. 511.1. Out of cycle approval

Received revised Student Fee Adjustments, Refunds and Appeals Policy 511.2. Out of cycle approval

Approved revised Commission on the Status of Women Procedures

**Proceedings:**

Chair Sandra Smith-Andrews called the ZOOM meeting to order at 3:35 p.m. Richard Rand motioned to approve the agenda for September 30, 2020. Mark Wilson seconded. Motion APPROVED.

Richard Rand motioned to approve the September 2, 2020 minutes. Mark Wilson seconded. Motion APPROVED.

Lisa Zagumny motioned to approve the Constitution for Black Student Union of Tennessee Tech. Holly Mills seconded. Omari Smith presented and stated that the purpose behind the organization was to serve as a liaison between black students and the University but also to corroborate and work with the Office of Multicultural Affairs, the Multicultural Affairs Advisory Council, the Commission on the Status of Blacks as well as all other academic departments. Omari Smith indicated that there was a need to have an organization like this on a predominately white campus -- giving black students a place to call home and to get academic help.

Jeannette Wolak commented she was absolutely thrilled to see this constitution and thought it was a much-needed student organization. Wolak stated that in light of recent happenings, the Earth Science Department reviewed their history and there have only been two students of color who have been majors in almost twenty years. Wolak indicated that she was glad there would be an organization that students could have comradery within the department and across campus. Wolak thanked Omari Smith for championing this.

Smith-Andrews commended them on an extremely thorough constitution and asked who their faculty advisor was. Omari Smith replied it was Ms. Charria Campbell with Multicultural Affairs. Motioned APPROVED.

Greg Holt presented the revised IX Policy and Grievance Procedures Policy 144 which was approved out-of-cycle. The revision updated the FBI's definitions of sexual assault, stalking, domestic violence and dating violence. To prevent the need to update the definitions in the future, links to the terms were included. This was an information only item.

Matt Smith presented the revised Fees, Charges, Refunds, and Adjustments Policy No. 511.1 which had been approved out-of-cycle. The revision incorporated the changes in Tech's in-state, out-of-state, and mandatory fees that were passed at the Board of Trustees meeting in December 2019. There was also an adjustment in Tech's mandatory fees, where they were collapsed, to simplify the fee structure, called a Program Service Fee. Policy 511.1 incorporated the in-state maintenance for new incoming students for Fall 2020 and forward, under the new Flat Rate model. The policy also included fee approval for the

replacement of damaged or non-returned Tennessee Tech equipment, as long as it is at a reasonable cost, without Board of Trustee approval. This was an informational item only.

Matt Smith presented revised Student Fee Adjustments, Refunds and Appeals Policy No. 511.2 which was approved out-of-cycle. This is a policy similar to Policy 511.1 which also removed the definitions of Base Maintenance Fees and Over-base Maintenance to prevent any confusion. This was an information only item.

Sally Pardue commented that the Board of Trustees received and accepted these policies yesterday, September 29, 2020, adding she would have thought that the Administrative Council would have been informed of the changes prior to the Board, noting she was not sure what the timing was. Smith-Andrews said this could be explored.

Holly Mills motioned to approve the revised Commission on the Status of Women Procedures. Mark Wilson seconded. Lelia Gibson presented the change in Section IV where a Treasurer was added, due to having more activities and awards. It will take the burden off the secretary in the Women's Center. Under Section V, Executive Committee, the evaluation of the Women's Center Director was removed by request of the Provost. Motion APPROVED.

Other Such Matters. Sally Pardue suggested that email not be used to distribute documents. Pardue suggested we use some type of archival structure space to get all the information in one place without having to download everything. Pardue advocated that we investigate using Microsoft Suite. Smith-Andrews confirmed that a TEAMS Channel would be created where documents could be shared adding that the documents would be uploaded separately but in one file that is dated for that meeting.

Richard Rand motioned to adjourn. Holly Mills seconded. Adjourned at 3:58 p.m.

Diane Smith recorder

Documents on file with minutes:

Agenda

Minutes of September 2, 2020

New Constitution:

Black Student Union of Tennessee Tech

Revised Policy:

Title IX Policy and Grievance Procedures Policy No. 144

Fees, Charges, Refunds, and Adjustments Policy No. 511.1

Fees Adjustments, Refunds and Appeals Policy No. 511.2

Procedures:

Revised Commission on the Status of Women Committee

ZOOM Chat History of Meeting