

**Administrative Council
September 4, 2019, 3:35 p.m.
President's Conference Room
Minutes**

| Voting Members Present | | |
|--|----------------------|-----------------------|
| Gerri Anna Alcorn | Jeremy Blair | Debra Bryant |
| Sandra Bohannon | Andrew Callender | Joshua Edmonds |
| Mary Lou Fornehead | Stuart Gaetjens | Mark Groundland |
| Kim Hanna | Shelia Hurley | Aaron Lay |
| Sharon Huo | Brian Jones | Birgit Hoffman |
| Holly Mills | Vahid Motevalli | Tony Nelson |
| Lachelle Norris | Olorunfemi Ojo | Francis Otuonye |
| Anthony Paradis | Sally Pardue | Jeff Roberts |
| Brad Sells | Sandi Smith-Andrews | Claire Stinson |
| Lenly Weathers | Craig Short | Suzan Swartzentrovers |
| Nicholas Wilson | Mark Wilson | Jeannette Wolak |
| Lisa Zagumny | | |
| Voting Members Absent | | |
| Ahmed Elsayy | Billye Foster | Steven Frye |
| Jerry Keeton | Steven Norris | Richard Rand |
| Bedelia Russell | Jackson Williams | Craig Zamer |
| Alan Mills | | |
| Resource Persons / Others Present | | |
| Yvette Clark | Leslie Crickenberger | Ed Beason |
| Ashley Akenson | Daniel Sukowski | Lori Bruce |
| Chester Goad | Katie Williams | Jerri Winningham |
| Lee Wray | Philip Oldham | Karen Lykins |
| | | |

Summary:

Approval of agenda

Approval of minutes (April 3, 2019)

Approval of Constitution for IMPACT TTU of Tennessee Tech (Sukowski)

Approval of revised Student Conduct Policy No. 302 (Williams)

Receive Prohibition on Smoking, Use of Tobacco, and Electronic Nicotine Delivery Systems Policy No. 171. Information only. (Williams)

Receive Services for Students with Disabilities Policy No. 340. Information only. (Goad)

Receive Additional Compensation for Administrative Employees Policy No. 639. Information only. (Crickenberger)

Receive Concussions Policy No. 952. Information only. (Wilson)

Other such matters

Proceedings:

Chairman Wolak called the meeting to order at 3:35 p.m. in the President's Conference Room. Mark Wilson made a motion to approve the agenda for September 4, 2019. Lisa Zagumny seconded. Motion APPROVED.

Mark Wilson moved for the approval of the minutes from April 3, 2019. Holly Mills seconded. Motion APPROVED. It was noted that Craig Short was listed as both present and absent; an editorial revision will be made to reflect he was present. Sandra Smith-Andrews indicated that after reviewing the minutes, she apologized if she came across harsh at the April 3 meeting. Motion APPROVED.

Mark Wilson moved for the approval of the Constitution for IMPACT TTU of Tennessee Tech. Sandra Smith-Andrews seconded. Ashley Akenson and graduate student Daniel Sukowski spoke on behalf of the organization, which was founded to create spaces to discuss and experience diversity and inclusion. As the group grows, they want to include leadership training opportunities and professional development. IMPACT TTU is aligned with IMPACT Cookeville's dedication to diversity, equity, inclusion, and multicultural education, and local talent development and retention. This group will further TTU's involvement with the community, expand members' professional and personal development, and

provide a myriad of opportunities for members to integrate service and leadership into their academic experiences at TTU. During the discussion, it was noted that it was not clear in the constitution how many officers were needed to call a special meeting. Ms. Akenson will address this with their current officers and make an editorial change. Motion APPROVED.

Katie Williams distributed a handout which was an amendment to the revised Policy 302, Student Conduct, provided with the agenda. The primary purpose of the revision is to incorporate language to comply with the Student Due Process Act of 2018. After researching and consultation with the Compliance Office, it was decided to make additional revisions which are reflected on the handout. This amendment revises "clear and convincing evidence" to the "preponderance of evidence" throughout the policy. Currently, the determination for Title IX cases are investigated under preponderance of the evidence. During the research it was also learned that we are the only public institution in the State of Tennessee that currently uses the clear and convincing evidence standard, so the decision was made to include this change. Mark Wilson moved for approval with the amendment as submitted. Sandra Smith-Andrews seconded. Formatting errors were noted on the clean version and these editorial changes will be made. Motion APPROVED.

Katie Williams spoke on Policy 171, Prohibition on Smoking, Use of Tobacco, and Electronic Nicotine Delivery Systems. This is an information only item that was approved out-of-cycle due to the desire for the policy to be effective with the beginning of the fall semester. The revision included the addition of "prohibit smoking regardless of the substance smoked" to include all substances.

Chester Goad presented revised Policy 340, Services for Students with Disabilities, which is also information only. The revised policy reflects a name change from Office of Disability Services to the Accessible Education Center which led to additional changes including adding definitions and updating terminology. The revision also updated the office's role in coordinating testing with the new testing center. Discussions were had about the need to update syllabuses to reflect the office name change.

Leslie Crickenberger spoke on Policy 639, Additional Compensation for Administrative Employees which had been approved out-of-cycle and was being provided as Informational. The only revision to the existing policy was regarding meal periods and meal periods counting as work hours. State statues require that all full-time employees take at least a 30-minute lunch period, including full-time administrative employees.

Mark Wilson spoke on Policy 952, Concussions. The NCAA requires all Concussion policies be reviewed annually; and the review is by a different person each time. This results in minor policy revisions. This revised policy is being presented as an information item because the May 1st NCAA deadline required an out-of-cycle approval.

Other Such Matters – Dr. Jeannette Wolak Introduced herself as the new chairperson stating that she worked in the department of Earth Sciences and also introduced Diane Smith stating that Diane will continue to provide support for the Council. Dr. Wolak also introduced Sandi Smith-Andrews who is President of Faculty Senate. Dr. Wolak announced that the first Faculty Senate meeting will be on Monday, September 9th in the President’s Conference Room. Dr. Wolak also reminded everyone that there was a Board of Trustees breakfast with Faculty Senate members being held on September 24th. Dr. Wolak reminded the voting Council members that if they were unable to attend Administrative Council meetings, to please send a proxy.

Sandi Smith-Andrews motioned to adjourn. Holly Mills seconded. Meeting adjourned at 3:52 p.m.

Diane Smith, recorder