

**Administrative Council
November 6, 2019, 3:35 p.m.
President's Conference Room
Minutes**

Voting Members Present		
Michael Best	Sandra Bohannon	Debra Bryant
Chad Rezsnyak (for Andrew Callender)	Wei Tsun Chang	Joshua Edmonds
Mary Lou Fornehed	Stuart Gaetjens	Mark Groundland
Carrie Harris	Tambra Sweet (for Birgit Hoffman)	Brian Jones
Nancy Kolodziej	Aaron Lay	Alan Mills
Holly Mills	Tony Nelson	Lachelle Norris
Olorunfemi Ojo	Francis Otuonye	Sally Pardue
Richard Rand	Jeffery Roberts	Mike Rogers
Craig Short	Sandra Smith-Andrews	Claire Stinson
Suzan Swartzentrover	Mark Wilson	Jeanette Wolak
Julie Baker (for Lisa Zagumny)		
Voting Members Absent		
Geri Anna Alcorn	Jeremy Blair	Ahmed Elsayy
Steven Frye	Kim Hanna	Sheila Hurley
Vahid Motevalli	Steven Norris	Anthony Paradis
Bedelia Russell	Brad Sells	Lenly Weathers
Jackson Williams	Nicholas Wilson	
Resource Persons / Others Present		
Amanda Beaty	Yvette Clark	Leslie Crickenberger
Kerri Demeri	Amy Hill	Greg Holt
Sharon Huo	Karen Lykins	Kyla McDermott
Sarah Moore	Kinsey Potter	Joe Slater
Emily Wheeler	Katie Williams	Jerri Winningham
Lee Wray	John Smith	Philip Oldham

Summary:

Approved agenda

Approved September 4, 2019 minutes

Approved October 2, 2019 minutes

Approved Constitution for Professional and Technical Communication Club of Tennessee Tech

Approved Constitution for Rural Reimagined Club of Tennessee Tech

Approved Constitution for Trumpet Guild of Tennessee Tech

Approved new Animals on TN Tech Property Policy No. 408

Approved new Debt Management Policy No. 530

Approved new TN State School Bond Appropriation Intercept Program Policy No. 531

Approved new Naming Buildings, Facilities and Organizational Units Policy No. 537

Approved new Fringe Benefits Provided to Employees Policy No. 645

Approved new Sale of Services Policy No. 710

Approved new Principal/Co-Investigator and Senior Personnel Roles and Responsibilities Policy No. 720

Approved new Subawards and Subrecipient Monitoring Policy No. 721

Approved new Cost Principles for Sponsored Projects Policy No. 722

Approved new Cost Sharing Policy No. 723

Approved new Charging of Clerical and Administrative Costs on Grants and Contracts Policy No. 724

Approved new Project Closeout Policy No. 725

Approved new Program Income Policy No. 726

Approved revised Parking, Traffic, and Safety Enforcement Policy No. 415

Approved revised Moving Allowance Policy No. 637

Approved revised Animal Care and Use Policy No. 740

Approved revised Procedures for Building & Grounds Committee

Approved revised Procedures for Faculty & Staff Traffic Appeals Committee

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 November 6, 2019. Sandi Smith-Andrews seconded. Motion APPROVED.

Mark Wilson made a motion to approve the September 4, 2019 minutes. Holly Mills seconded. Motion APPROVED.

Jeff Roberts made a motion to approve the October 2, 2019 minutes. Mark Wilson seconded. Motion APPROVED.

Mark Wilson made the motion for approval of the Constitution for Professional and Technical Communication Club of Tennessee Tech. Dr. Stinson seconded. Sarah Moore presented. The Society for Technical Communications Chapter that was previously on campus no longer exists. The purpose of this organization is to provide opportunities for discipline-specific knowledge dissemination and creation that normally are not a part of courses in the Professional and Technical Communication Program. This Club would be a place where students and faculty could network informally. The faculty advisor is Dr. Chris Pickering. Motion APPROVED.

Mark Wilson made the motion for approval of the Constitution for Rural Reimagined Club of Tennessee Tech. Dr. Stinson seconded. Kinsey Potter presented. Potter is on the committee for the Grand Challenge and in hopes of getting more students involved would like to create a student club with the purpose of students who annually, would do a service project that would serve rural communities, with someday getting articles published. The Club would provide an opportunity for diverse students in diverse majors to get together. Sally Pardue asked about the \$25 membership fee. Potter explained the fee would provide pizza for every single meeting as well as a shirt for every member. Dr. Jeremy Blair is the advisor. Motion APPROVED.

Mark Wilson made the motion for approval of the Constitution for Trumpet Guild of Tennessee Tech. Dr. Stinson seconded. Kyla McDermott presented. The purpose of this club is to promote the trumpet at Tech and the surrounding region through activities like concerts and for members to attend workshops and festivals in the hopes of recruiting more people into their studio and Tech in general. Dr. Scott Hagarty is the faculty advisor. Motion APPROVED.

Mark Wilson made the motion for approval of new Animals on TN Tech Property Policy No. 408. Mary Lou Fornehed seconded. Greg Holt presented. This policy defines how animals are allowed on campus and where they are allowed. It helps structure in Federal Law about both emotional support animals and service animals. Mark Wilson asked to define the dogs on Tennessee Tech "grounds", specifically asking about athletics events. Holt explained that "grounds" does not include buildings or facilities and that baseball or football stadiums would be considered facilities. Leslie Crickenberger questioned how people would be notified about this policy since people already bring pets into their office. Holt

assumes that it would be up to the chairperson/director to notify employees before the policy becomes effective as of January 1, 2020. Motion APPROVED. Three abstained: Sandra Smith-Andrews, Sally Pardue, and Lachelle Norris.

Emily Wheeler presented the new Debt Management Policy No. 530. The purpose was to provide written guidance on the amount and type of our debt issued, the issuance process, and the management of the debt portfolio. It is highly important that we have this in place because an effective debt management policy provides guidelines for our board to manage our debt along with our resources. This policy migrates from the TBR. By state law, TBR is still in charge of our debt covenants. Mark Wilson made a motion to approve. Alan Mills seconded. Motion APPROVED.

Emily Wheeler presented the new Tennessee State School Bond Appropriation Intercept Program Policy No. 531. This is another policy that is migrating over from the Tennessee Board of Regents. This policy addresses the Appropriation Intercept Program as it relates to any instances of payment default on any of our financed capital projects. Mark Wilson moved for approval. Sandra Smith-Andrews seconded. Motion APPROVED.

Emily Wheeler presented the new Naming Buildings, Facilities and Organizational Units Policy No. 537. The purpose of this policy is to establish criteria and the process for naming the buildings and facilities across campus. Mark Wilson motioned to approve. Mary Lou Fornehed seconded. Karen Lykins questioned why V.F.3. states the President and the Chairs' name will be on the dedication plaque and not the entire Board of Trustees' names on the plaque. Dr. Stinson replied that the policy does not prohibit putting additional names but defines that at least those two names would be on the plaque. Sally Pardue asked if there was a difference in V.E., the Building Plaque, and item V.F., the Dedication Plaque. Dr. Stinson stated there was a State Building Commission policy on the building plaque and it is different than the dedication plaque.

Stuart Gaetjens commented that section V.C.1. states in general "have made a significant contribution to the field of education, government, science, or human betterment" which indicates those are the kinds of people we are going to name buildings after and does not include naming for large donations. Dr. Stinson pointed to V.C.4.c, which included financial contributions guidelines. Richard Rand commented on V.C.3., stating that he was aware of some naming opportunities in process that would be a violation such as the naming of a lab after a faculty member who made a substantial contribution. Dr. Stinson pointed to VI.1, that provides exceptions in unusual circumstances. Rand voiced concerns with VI.1 due to unusual circumstances not being defined very well and also stated that it appeared to put a lot of power in the Chair of the Board of Trustees because it seemed to bypass all the rest of us. Rand also questioned who decided the typical useful life of a classroom, if it's been named and 15 years later it needs to be renovated. Dr. Stinson stated it was determined if it needed renovation and details should be specified in the agreement with the donor.

Rand also commented on V.C.6. and stated that it didn't appear that Tech had a process in place when removing a name from a building was required and asked if there also should be a process for those with concerns to be able to express. Dr. Stinson replied that we put the process in place up front for naming; hopefully we have vetted that pretty well, adding that we do need to recognize that there could be a chance that a name would need to be removed. Stinson indicated there were state laws on what historical name can be removed from a building. Rand asked if we would give money back to the donor and friends of the individual who also donated if naming was removed. Stinson replied that typically you remove a name for a serious reason and then you may return the money, but not everyone else. It's part of the donation process, a person who donates recognizes it is part of the charitable contribution and also defined in tax law. Rand asked about the requirement of due diligence and stated it was not in the policy. Stinson indicated that the policy establishes the committee structure and does not address the actual procedure. Jeanette Wolak wanted to clarify that there will be an additional procedure for the vetting process that is not in this policy. Dr. Stinson replied they always have procedures that go with the policy.

Sally Pardue wanted to clarify the wording in V.B., where it states that the prerogative and privilege of the naming of the Buildings, Facilities, and Organizational Units is vested in the Board of Trustees and in V.C. it delegates the authority to the President to name the sub-units or components of buildings. Stinson confirmed that was correct that buildings go directly to the Board of Trustees. Pardue asked if in V.D., the Process, allows the President to charge a committee to make recommendations for the naming of sub-components only. Stinson replied, no, that a committee could make recommendations for buildings as well. Pardue thought the language needed to be clarified on the purpose of that committee and that the President was forming that committee to serve the Board of Trustees in Item B. and also in Item C. adding that sub-units and components should also be defined. Pardue and Stinson both agreed that friendly edits should be made to the policy

Richard Rand commented that due diligence should be included in the Policy, not a promise that it would be written sometime later in Procedures. Sandra Smith-Andrews pointed out that number V. is labeled as Policy/Procedure, stating if there was a separate procedure, it was confusing. Stinson confirmed that it is not a procedure, adding that policies do not have procedures. Policy needs to establish what is the expectation, not how you are going to implement that expectation. Smith-Andrews made a friendly motion to remove the word procedure from the policy. Leslie Crickenberger commented that the wording was in the template from University Counsel. Jeanette Wolak asked for a vote with friendly amendments. There were five who voted NO: Rand, Smith-Andrews, Jones, Ojo, and Bryant. Motion was APPROVED with friendly amendments.

Leslie Crickenberger presented new Fringe Benefits Provided to Employees Policy No. 645 which follows the Internal Revenue Code to show what was taxed and what was not. Mark Wilson made a motion for approval. Holly Mills seconded. Smith-Andrews asked if there were

procedures within the policy. Crickenberger said there were no procedures. Crickenberger offered to ask University Council to remove the word procedure from the template. A suggestion was made to put headings at the top of the chart under IV.7. and Crickenberger agreed to make the technical change. Motion APPROVED.

Francis Otuonye presented new Sale of Services Policy No. 710. We want to establish a consistent policy for individuals that service outside constituents, making sure there is compliance with state law. Otuonye noted that when we charge for services, we should not be in competition with for-profit organizations. Smith-Andrews made a motion for approval. Alan Mills seconded. Rand commented on section V.B. which states that Service Units may not provide services solely for the purpose of generating discretionary income for the Service Unit. Rand added that historically their department would offer continued education for professional CPAs and the fees would roll into their Foundation account asking if this policy prohibits. Otuonye confirmed the policy would not prohibit. Stinson stated that there was another policy that prohibits this; that University resources cannot be used to generate income for the Foundation. Stinson confirmed that if CPE credits are being given on campus, the monies generated cannot be deposited into the Foundation. Chair Wolak stated this policy deals with Sales and Services like processing samples. Wolak questioned section V.D.6 on adjusting rates, Otuonye confirmed you can adjust rates if you go through the approval process which includes President approval. Motion APPROVED.

Francis Otuonye presented new Principal/Co-Investigator and Senior Personnel Roles and Responsibilities Policy No. 720 stating that this policy establishes the guidance and what the roles and responsibilities of Principal Investigator, Co-Principal Investigator, and Senior Personnel are with respect to their roles on grants and contracts. The policy also includes the procedures for removing them from that role, if necessary. Mark Wilson motioned for approval. Alan Mills seconded. Chair Wolak questioned if there should be a process in place under procedures for removal of the PI/Co-PI. Otuonye responded there are Federal Guidelines that must also be followed. Motion APPROVED.

Francis Otuonye presented new Subawards and Subrecipient Monitoring Policy No. 721. Mark Wilson motioned for approval. Sally Pardue seconded. This policy is to ensure that entities who perform a substantive portion of a sponsored award on behalf of Tennessee Tech comply with the applicable laws, policies, and regulations of the funding agency, the State, and the University. Motion APPROVED.

Francis Otuonye presented new Cost Principles for Sponsored Projects Policy No. 722. Mark Wilson motioned for approval. Sally Pardue seconded. This policy is consistent with Federal Guidelines in respect to cost principals and that they are within the terms and conditions of the grant. Motion APPROVED.

Francis Otuonye presented new Cost Sharing Policy No. 723. Mark Wilson motioned for approval. Sally Pardue seconded. This policy is consistent with Federal Guidelines about cost sharing and to clarify that if you make a promise to give fifty cents to a dollar that you actually come up with the fifty cents. Rand pointed out that there were inconsistencies in referencing CFR 200, suggesting friendly amendments. Pardue suggested removing the references from within the body and have the singular statement at the bottom for citation of authority. Motion APPROVED with friendly amendments.

Francis Otuonye presented new Charging of Clerical and Administrative Costs on Grants and Contracts Policy No. 724. Mark Wilson motioned for approval. Holly Mills seconded. This policy is consistent with Federal Guidelines and talks about charging Clerical and Administrative costs on grants and contracts. Motion APPROVED.

Francis Otuonye presented new Project Closeout Policy No. 725. Mark Wilson motioned for approval. Sandra Smith-Andrews seconded. This policy also comes from Uniform Guidance on how to closeout grants and contracts to make sure the money is spent appropriately in compliance with the agency requirements. Motion APPROVED.

Francis Otuonye presented new Program Income Policy No. 726. Mark Wilson motioned for approval. Alan Mills seconded. This policy is consistent with Federal Guidelines and talks about Program Income. Motion APPROVED.

Kerri Demeri presented revised General Parking and Transportation Policy No. 415. The main change to the policy was a name change from Tennessee Tech Police Department to Parking and Transportation Services and the rearrangement on some points. Mark Wilson motioned for approval. Chad Rezsnyak seconded. A comment was made regarding V.A.8. to correct the phrase "...cannot not..." as a friendly amendment. Motion APPROVED.

Leslie Crickenberger presented revised Moving Allowance Policy No. 637. This policy has significant changes to it because the previous policy was very vague. The revised policy now includes IRS Guidelines which will now improve consistency across campus. Mark Wilson motioned for approval. Chad Rezsnyak seconded. Motion APPROVED.

Francis Otuonye presented revised Animal Care and Use Policy No. 740. Mark Wilson motioned for approval. Holly Mills seconded. Revisions to the policy were minor and intended to clarify terminology; removing the word "laboratory". Motion APPROVED.

Craig Short presented the revised Procedures for the Building & Grounds Committee. Minor changes to the name of the committee and additional some language clarifications. Mark Wilson motioned for approval. Alan Mills seconded. Motion APPROVED.

Kerri Demeri presented the revised Procedures for Faculty & Staff Traffic Appeals Committee. A minor change of the Executive Officer with parking now reporting to the Director of Auxiliary Services versus University Police. Mark Wilson motioned for approval. Chad Rezsnyak seconded. Motion APPROVED.

Such Other Matters. Chair Wolak mentioned that Academic Council and the Administrative Council were reviewing their respective procedures to verify alignment with voting. Wolak asked for a volunteer to serve on the ad hoc committee for Administrative Council. No one volunteered. Mark Wilson reminded everyone it was homecoming week and that there will be a watch party for Jake Hoot and The Voice on Monday night at 6:30 p.m. The Blue Cross Bowl will be on December 5th, 6th, and 7th. Encourage students and staff to use the West parking lot.

Motion to Adjourn by Richard Rand. Seconded by Holly Mills. Adjourned at 4:38 p.m.

Diane Smith, recorder