

**Administrative Council**  
**April 8, 2015**  
**President's Conference Room**

**Members Present**

Jim Baier	Melissa Geist	Rodley Pineda
S. K. Ballal	Kim Hanna (Chair)	Chad Rezsnyak
Ed Boucher	Bobby Hodum	Jeff Roberts
Marc Burnett	Glenn James	Deborah Setliff
George Chitiyo	Regina Lee	Sandi Smith
Kellie Collins	Malinda Lloyd	Bharat Soni
Kent Dollar	Charlie Macke	Mark Stephens
Ward Doubet	Ann Manginelli	Claire Stinson
Judy Duvall	Emily McDonald (R. West)	Huey-Ming Tzeng
Kevin Edwards	Tony Nelson	Debbie Walker (S. Henry)
Libby Gays	Joseph Ojo	Mark Wilson

**Members Absent**

Bobby Adams	Michael Hooper	Tiff Rector
Jack Butler	Jack Matson	Joseph Rencis
Brooke Dedmon	Chris McDonald	James Stewart
Laura Graves	Philip Oldham	Holly Stretz
Sharon Holderman	Jeff Plant	Jeff Young

**Summary:**

Approved agenda of April 8, 2015, as distributed

Approved minutes of February 25, 2015

Approved annual reports as submitted by Athletics:  
Diversity Issues for 2014-2015  
Gender Equity for 2014-2015

Received revised policy "Student Housing Agreement and Rules"

Approved the following Student Organization Constitutions:  
College of Agriculture and Human Ecology Student Ambassadors  
Agritourism Association of Tennessee Tech University  
Entrepreneurship and Innovation Society  
Phi Beta Delta of Tennessee Technological University  
Ratio Christi of Tennessee Tech  
Studio 185 of Tennessee Tech

Approved committee name change from "University Buildings and Grounds Committee" to the  
"Buildings and Grounds Committee"

Received the following revised policies:

- Policy on Policies
- Sexual Misconduct
- Whistleblower Protection in Research
- Campus Space Utilization and Allocation

Approved the “University Police Complaint Procedure” policy as proposed

Approved the “Electronic Nicotine Delivery Systems (electronic cigarettes)” policy as proposed

Received “Student Disciplinary Policies” as revised

Approved the following policies to adopt TBR policy:

- Budget Principles
- Uniform Disposition of Unclaimed Property
- Reporting and Resolution of Institutional Losses
- Cash and Gift Card Payments to Research Participants
- Financial Performance Review
- Deposit and Investment of Funds

Approved the following Planning and Finance policies as proposed:

- Americans with Disabilities (“ADA”) Compliance
- Employee Credentials Documentation Policy
- Environmental Health and Safety Policies and Procedures
- University Endowment Funds
- General Personnel Policy

Received “P-080” revised policy

Received the following revised Planning and Finance policies:

- Revenue Collection, Receipting and Reconciliation Policy
- Student Fee Adjustments, Refunds, and Appeals
- Support Staff Grievance
- Employee Grievance – Complaint

Received the 2014-2015 annual reports for committees reporting to the Administrative Council

Received the report of the ad hoc Nominating Committee for Administrative Council chair for the 2015-2016 academic year and elected Dr. Jim Baier as chairman by acclamation.

**Proceedings:**

A motion to approve the agenda of April 8, 2015, as distributed, was made by Dr. Ballal and seconded by Mr. Macke. Motion APPROVED.

Dr. Smith moved approval of the minutes on February 25, 2015, and Dr. Ballal seconded. Motion APPROVED.

Dr. Roberts moved the approval of annual reports as submitted by Athletics for Diversity Issues and also Gender Equity. Dr. Ballal seconded. Athletic Director Mark Wilson commented that the initiatives reflected in these reports continue to be in-line with the University's goals for intercollegiate athletics. Motion APPROVED.

A motion was made by Dr. Ballal to receive the revised policy on "Student Housing Agreement and Rules." Mr. Wilson seconded. Director Macke noted that the revision removes the payment grace period previously outlined in the policy to align with TBR policy. Motion APPROVED.

A motion to approve the "College of Agriculture and Human Ecology Ambassadors Organization of TTU" constitution was made by Mr. Wilson and seconded by Dr. Ballal. Representatives of the organization stated that the mission of the organization is to represent the College professionally and to assist in recruitment of students. Motion APPROVED.

Mr. Wilson motioned the approval of the constitution for "Agritourism Association of Tennessee Tech University." Dr. Ballal seconded. Currently, TTU is the state's only university to offer a concentration in agritourism, and this student group wishes to promote networking opportunities with agritourism professionals and to educate others about the field of agritourism. Motion APPROVED.

Mr. Wilson moved to approve the "Entrepreneurship and Innovation Society" constitution. Dr. Ballal seconded. The organization's purpose is to stimulate interest and enhance student knowledge about entrepreneurship and innovation concepts in methods of entrepreneurship. Motion APPROVED.

A motion to approve the "Phi Beta Delta of Tennessee Technological University" constitution was made by Dr. Ballal and seconded by Mr. Macke. Phi Beta Delta is the only honors organization that recognizes international educational excellence of students, faculty and staff. Motion APPROVED.

Mr. Wilson moved approval of the "Ratio Christi of Tennessee Tech" constitution. Dr. Ballal seconded. The Ratio Christi (Latin for reason of Christ) Chapter's mission is to equip university students and faculty to give historical, philosophical and scientific reasons for following Jesus Christ. The organization seeks to have intellectual conversations with students about faith and spread the word of Christ to other organizations. Motion APPROVED.

A motion to approve the "Studio 185 of Tennessee Tech" constitution was made by Mr. Wilson and seconded by Dr. Ballal. The organization seeks to foster an environment for design majors that will provide a strong and supportive community of student designers working together with the common goal of bettering their skills and creative vision while providing service to the university and the community. Motion APPROVED.

Mr. Wilson motioned the approval of the University Buildings and Grounds committee name change. Dr. Stinson seconded. University will be dropped from the committee name, the committee will be known as the Buildings and Grounds committee. Motion APPROVED.

Mr. Wilson moved to receive the revised "Policy on Policies." Dr. Ballal seconded. This policy seeks to simplify the policy process with no other intent. Motion APPROVED.

A motion to receive the revised "Sexual Misconduct" policy was made by Dr. Dollar and seconded by Dr. Ballal. The policy revision clearly defines retaliation as any action that adversely affects ones ability to do their job. Motion APPROVED.

Dr. Ballal moved to receive the revised "Whistleblower Protection in Research" policy. Dr. Lloyd seconded. The policy revision clearly defines retaliation as an action that adversely affects ones ability to do their job. Motion APPROVED.

Dr. Dollar moved to receive the revised "Campus Space Utilization and Allocation" policy. Dr. Ballal seconded. Dr. Stephens noted that the revisions reflect changes in membership as it had not been updated since its creation. Motion APPROVED.

A motion was made by Dr. Dollar to approve the policy "University Police Complaint Procedure." Dr. Smith seconded. The policy implements a formal complaint process by which a complainant may file an official complaint against a TTU police officer. Motion APPROVED.

A motion to approve the "Electronic Nicotine Delivery Systems (electronic cigarettes-ENDS)" policy was made by Dr. Ballal and seconded by Dr. Lloyd. Electronic cigarettes have become a major concern on campus and as a result a policy was created to address those concerns. As of July 1, use of electronic cigarettes (ENDS) will be prohibited on campus. Motion APPROVED.

Dr. Stinson motioned to receive the revised policy "Student Disciplinary Policies." Dr. Ballal seconded. In the past, laws have permitted action to be taken against students or employees who posed a threat to themselves or others. It is now no longer within the universities power to take action against an individual who poses a threat to themselves. As such, the language within this policy has been revised to reflect such changes. Motion APPROVED.

Dr. Ballal moved to approve the proposed policies which were submitted by Dr. Stinson for the purpose of adopting TBR policies. Dr. Dollar seconded. Motion APPROVED.

Budget Principles  
Uniform Disposition of Unclaimed Property  
Reporting and Resolution of Institutional Losses  
Cash and Gift Card Payments to Research Participants  
Financial Performance Review  
Deposit and Investment of Funds

A motion to approve the policies as proposed by Planning and Finance was made by Dr. Ballal and seconded by Dr. Smith. Motion APPROVED.

Americans with Disabilities (“ADA”) Compliance (outlines process for employee)  
Employee Credentials Documentation Policy (provides format for compliance with SACSCOC accreditation)  
Environmental Health and Safety Policies and Procedures (provides for compliance with state and federal laws related to property owned; linked to safety policies)  
University Endowment Funds (establishes policy for University endowment)  
General Personnel Policy (updates basic appointment policies for compliance with TBR)

Dr. Ballal moved to receive the revised “P-080” policy. Dr. Dollar seconded. The TTU policy describes nondiscrimination and procedures for the resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. The equity coordinator, in the Human Resource office, will serve as the initial contact and coordinator for such filings and review. Motion APPROVED.

A motion was made by Dr. Ballal, and seconded by Dr. Smith, to approve revised policies as proposed by Planning and Finance. These policies reflect the current practices of the Business Office and bring the department into compliance with TBR policies and state laws. Motion APPROVED.

Revenue Collection, Receipting and Reconciliation  
Student Fee Adjustments, Refunds, and Appeals  
Support Staff Grievance  
Employee Grievance – Complaint

Motion by Dr. Ballal, seconded by Dr. Stinson, to receive the annual reports of committees reporting to the Administrative Council as submitted. Motion APPROVED.

Dr. Ballal reported on behalf of the ad hoc Nominating Committee for Administrative Council chair for the 2015-2016 academic year, and nominated Dr. Jim Baier as chairman. Chairman Hanna opened the floor for additional nominations. Hearing none, Dr. Ballal moved that nominations cease and that Dr. Baier be elected by acclamation. Dr. Smith seconded. Motion APPROVED.

Dr. Ballal moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4:07 p.m.

Documents on file with minutes:

Annual Reports as submitted by Athletics:

Diversity Issues for 2014-2015  
Gender Equity for 2014-2015

Approved Student Organization Constitutions

College of Agriculture and Human Ecology Student Ambassadors Organization  
Agritourism Association of Tennessee Tech University  
Entrepreneurship and Innovation Society  
Phi Beta Delta of Tennessee Technological University  
Ratio Christi of Tennessee Tech  
Studio 185 of Tennessee Tech

Revised Policies:

Student Housing Agreement Rules  
Policy on Policies  
Sexual Misconduct  
Whistleblower Protection in Research  
Campus Space Utilization and Allocation  
Student Disciplinary Policies  
P-080  
Revenue Collection, Receipting and Reconciliation  
Student Fee Adjustments, Refunds, and Appeals  
Support Staff Grievance  
Employee Grievance – Complaint

Adopted Policies:

University Police Complaint Procedure  
Electronic Nicotine Delivery Systems (electronic cigarettes)  
Americans with Disabilities (“ADA”) Compliance  
Employee Credentials Documentation Policy  
Environmental Health and Safety Policies and Procedures  
University Endowment Funds  
General Personnel Policy

Adopted TBR Policies:

Budget Principles  
Uniform Disposition of Unclaimed Property  
Reporting and Resolution of Institutional Losses  
Cash and Gift Card Payments to Research Participants  
Financial Performance Review  
Deposit and Investment of Funds

**Administrative Council**

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**Annual Reports from Committees Reporting to Administrative Council:**

ADA Advisory

Athletics

Campus Recreation Advisory

Campus Space Utilization and Allocation

Chapter 606 Student Monies Allocation

Commission on the Status of Blacks

Commission on the Status of Women

Faculty and Staff Traffic Appeals

Institutional Animal Care and Use

Institutional Review Board for the Protection of Human Subjects

Intellectual Property Advisory

Military Affairs Advisory

Public Media (no meetings)

Sports Hall of Fame

Stormwater Management

Student Affairs

University Art

University Committee on Buildings and Grounds

University Committee on Student Financial Aid

University Judicial Council

University Safety and Environmental