

**Administrative Council
January 29, 2020 - 3:35 p.m.
RUC - Tech Pride Room
Minutes**

Voting Members Present		
Geri Anna Alcorn	Jeremy Blair	Sandra Bohannon
Debra Bryant	Andrew Callender	Wei Tsun Chang
Joshua Edmonds	Mary Lou Fornehed	Steven Frye
Stuart Gaetjens	Mark Groundland	Kim Hanna
Carrie Harris	Birgit Hoffman	Sheila Hurley
Brian Jones	Nancy Kolodziej	Aaron Lay
Holly Mills	Lachelle Norris	Olorunfemi Ojo
Francis Otuonye	Sally Pardue	Jeffery Roberts
Mike Rogers	Sandra Smith-Andrews	Claire Stinson
Suzan Swartzentrover	Tammie McMillan (for Mark Wilson)	Jeanette Wolak
Lisa Zagumny	Dan Warren	
Voting Members Absent		
Michael Best	Alan Mills	Vahid Motevalli
Tony Nelson	Steven Norris	Anthony Paradis
Richard Rand	Bedelia Russell	Brad Sells
	Lenly Weathers	Jackson Williams
Nicholas Wilson		
Resource Persons / Others Present		
Kevin Braswell	Cary Cass	Yvette Clark
Kerri Demeri	Libby Gays	Sharon Huo
Karen Lykins	Linda Null	Mark Stephens
Rob Owens	Katie Williams	Lee Wray
Allyson Howell	Will Webster	Rachel Kurtsinger
Victoria Buck	Brandon Johnson	

Summary:

Approved agenda

Approved November 6, 2019 minutes

Approved Constitution of Institute of Transportation Engineers of Tennessee Tech

Approved Constitution of Lambda Lambda Lambda of Tennessee Tech

Approved Constitution of Miracle of Tennessee Tech

Approved Constitution of Chi Alpha of Tennessee Tech

Received Record Retention and Disposition Policy No. 113

Approved new Employee Debt to Tennessee Tech Policy No. 646

Approved revised Institutional Scholarships Policy No. 1204

Tabled revised Procedures for Administrative Council

Received revised Procedures for Academic Council

Approved revised Procedures for Faculty and Staff Traffic Appeals Committee

Proceedings:

Chairman Wolak called the meeting to order at 3:35 p.m. in the RUC, Tech Pride Room. Wolak asked that due to the new venue that those with questions or motions please stand and state their name prior to the comment/motion so it can be captured on the recorder. Holly Mills made a motion to approve the agenda for January 29, 2020. Lisa Zagumny seconded. Motion APPROVED.

Sandra Smith-Andrews made a motion to approve the November 6, 2019 minutes. Lisa Zagumny seconded. Motion APPROVED.

Holly Mills motioned for approval of the Constitution for Institute of Transportation Engineers of Tennessee Tech. Lisa Zagumny seconded. Allyson Howell presented. The purpose of this club is to promote learning and involvement in the transportation field of civil engineering. Students will have the opportunity to interact with transportation engineers, attend conferences and competitions. Motion APPROVED.

Lisa Zagumny motioned for approval of the Constitution for Lambda Lambda Lambda of Tennessee Tech. Sandra Smith-Andrews seconded. Will Webster presented. This is a new club with the purpose of being an all-inclusive program designed to create lasting relationships for people who might be enticed by other programs but not have the social or economic capabilities to make such a commitment. Dr. Wesley Pech is the advisor. Motion APPROVED.

Lisa Zagumny motioned for approval of the Constitution for Miracle of Tennessee Tech. Sandra Smith-Andrews seconded. Rachel Kurtzinger presented as the president of Miracle. This club is a campus-wide student-run philanthropy that raises money for Monroe Carell Jr. Children's Hospital at Vanderbilt stating we are this generation fighting for the next. They stand and dance at their big event in April to commemorate the children who can't anymore and to celebrate the millions of miracles that have with survivors. Their goal is to raise \$85,000 this year, all of which will go to fund the pediatric cancer floor at Vanderbilt. Dean Williams is the

advisor. Wolak commented that it is very impressive fundraising and thought they should aim to be featured on the Tech Home Page. Motion APPROVED.

Lisa Zagumny made the motion for approval of the Constitution of Chi Alpha of Tennessee Tech which is a revision to their previous Constitution. Sandra Smith-Andrews seconded. Victoria Buck presented as the student president of the Chi Alpha Campus Ministries. It is not actually Greek life. The XA actually stands for Christ's Ambassadors. The purpose is to promote love and spiritual growth among students of Tennessee Tech University, based on the life of Jesus Christ and the bible as well as to experience the fullness of the Holy Spirit. This will be accomplished within Pentecostal Christian context and in a manor consistent with the teachings of the Assemblies of God of USA. Steven Frye asked if the change was the affiliation. Buck responded that the changes were with the disciplinary procedures for members and the name. The affiliation stayed the same. Motion APPROVED.

Holly Mills presented the Record Retention and Disposition Policy No. 113 as an information item. The policy includes new state law requirements and hence, the out-of-cycle approval.

Libby Gays presented the new Employee Debt to Tennessee Tech Policy No. 646. This is a new policy that outlines how to collect money from an employee who owes. Deb Bryant motioned for approval. Lisa Zagumny seconded. Motion APPROVED.

Brandon Johnson presented the revised Institutional Scholarships Policy No. 1204. The purpose of this policy is to provide consistency and fairness with regard to strategic use of scholarships awarded to students. The main change is verbiage of "need-based aid" to "solely need-based aid". There was also terminology that hindered us from making any adjustments to our scholarship strategy like academic service. The scholarship application will still be the primary application but we have added that the admissions application may be used as the application when students come in late and we have to decide. We will not change our practice but will allow us to follow policy if we decide to. We are trying to make it a little more general. Lisa Zagumny made a motion for approval. Sandra Smith-Andrews seconded. Motion APPROVED.

Jeanette Wolak presented the revised Procedures for Administrative Council. This revision carries over from a discussion last year on voting for new members and cleaning up some of the inconsistencies between the Administrative Council and Academic Council Procedures. Tracked changes and clean versions were previously provided and clean copies have been also been provided as handouts today. First, Linda Null will speak on the Academic Council Procedures.

Linda Null presented the revised Academic Council as informational only. Null pointed out the revisions in the section on electronic voting for members-at-large and wanted to make sure that the process that is used with the Academic Council is the same process that is used in the Administrative Council.

Wolak commented that the revision doesn't change anything else in the procedures. Other revisions are with formatting and making the Administrative procedures and Academic procedures look a lot alike. Sandra Smith-Andrews moved to approve the Administrative Council Procedures. Lisa Zagumny seconded.

Steve Frye asked why there was only one faculty member from Interdisciplinary Studies (IS) when the other colleges have two? Smith-Andrews asked how many full-time faculty were in IS? Frye replied 16-17 full-time faculty. Smith-Andrews stated she was on the original taskforce and at that time Interdisciplinary Studies only had two full-time faculty. Smith-Andrews stated that representation was to be monitored every year but still believes that IS may have legitimate representation.

Sally Pardue commented along the same rationale stating there were two faculty from Nursing and two from the Library. How many full-time faculty are there in the Library and how many full-time faculty are there in the School of Nursing? Kim Hanna stated that the School of Nursing has 26 and Stuart Gaetjens indicated there were six in the Library. Pardue questioned where was the equity and balance of voice.

Null commented that Academic Council seemed to interpret III. A-1 differently than Administrative Council. Academic Council counts twenty-three faculty while Administrative Council counts twenty-five. Pardue believes it warrants discussion about the balance of membership based on numbers. Pardue recommended a hold on the approval of the procedures until we get clarity on the numbers and reviewed the intended balance of representation. Wolak withdrew the submission of the Administrative Council Procedures for consideration.

It was determined that the Academic Council roster did not include a Library representative and the updated procedures did have the Library listed. Brian Jones questioned the wording in Composition and in Election, III. A-1 and B-1, it seemed repetitive and may create issues in understanding. Jones indicated the same verbiage was included in the Academic Council Procedures and offered to send his recommended solution to Chair Wolak. Null pointed out that in the Administrative Council procedures under III. C-2, the word Academic is used instead of Administrative.

Pardue asked about clarity on responsibilities of members. What does "present whenever possible" mean? III.G allows for a substitute and III.F.2 states "Consistent failure to attend...". Would like clarity and consistent language. Do we want to leave it as soft interpretation? Wolak stated she would ask the ad hoc committee to look into whether to make it more specific. Pardue also questioned what is a reasonable number of absences when you have parallel meetings in the same week? Pardue motioned to table the revised Procedures for Administrative Council. Steven Frye seconded. Motion APPROVED.

Kerri Demeri presented the revised procedures for the Faculty and Staff Traffic Appeals Committee which included a name change to Non-Student Citation Appeals Committee, because they are only reviewing parking citations not traffic violations. Revisions also corresponded to Policy 415. Lisa Zagumny motioned to approve. Sandra Smith-Andrews seconded. Motion APPROVED.

No Such Other Matters.

Motion to Adjourn by Holly Mills. Seconded. Adjourned at 4:13 p.m.

Diane Smith, recorder

Documents on file with minutes:

- Agenda of January 29, 2019

- Minutes of November 6, 2019

- Constitution of Institute of Transportation Engineers of Tennessee Tech

- Constitution of Lambda Lambda Lambda of Tennessee Tech

- Constitution of Miracle of Tennessee Tech

- Constitution of Chi Alpha of Tennessee Tech

 - New Policy:

 - Employee Debt to Tennessee Tech Policy No. 646

- Revised Policies:

 - Record Retention and Disposition Policy No. 113. Information only.

 - Institutional Scholarships Policy No. 1204

- Procedures:

 - Procedures for Administrative Council

 - Procedures for Academic Council. Information only

 - Procedures for Faculty and Staff Traffic Appeals Committee