

**Administrative Council
January 26, 2022 - 3:35 p.m.
TEAMS Meeting
Minutes**

Voting Members Present		
Dan Allcott	Michael Allen	Amy Brown
Debra Bryant	Jacob Cherry	Kristine Craven
Dennis Duncan	Joshua Edmonds	Mary Lou Fornehed
Steve Garner	Scott Hagarty	David Hajdik
Kim Hanna	Madison Harris	Samantha Hutson
Janet Isbell	Andrea Kruszka	Aaron Lay
Jane Liu	Mark Loftis	Holly Mills
Tony Nelson	Joseph Ojo	Kristin Pickering
Elizabeth Ramsey	Chuck Roberts	Bedelia Russell
Joseph Slater	Scott Smith	Sandi Smith-Andrews
Claire Stinson	Dan Swartling	Suzan Swartzentover
Jennifer Taylor	Kyle Turner	Lenly Weathers
Angie Wells	Mark Wilson	Kim Winkle
Laith Zuraikat		
Voting Members Absent		
Sandra Bohannon	Daniel Brent Drexler	Elizabeth Honeycutt
Tammy Howard		
Resource Persons / Others Present		
Kevin Braswell	Lori Bruce	Sharon Huo
Greg Holt	Corinne Johnson	Jerry Keeton
Jeannette Luna	Loren Morlote	Philip Oldham
Rob Owens	Cynthia Polk-Johnson	Richard Rand
Donna Schrock	Diane Smith	Matt Smith
Mark Stephens	Kevin Vedder	Katherine Williams
Jerri Winningham	Lee Wray	

Summary:

Approved agenda

Approved November 3, 2021 minutes

Received Title IX Policy and Grievance Procedures No. 144. Out-of-cycle approval. Information only.

Received Family Medical & Service Member Leave Policy No. 617. Out-of-cycle approval. Information only.

Received Holidays Policy No. 627. Out-of-cycle approval. Information only.

Received Collection of Accounts Receivables Policy No. 504. First reading. Information only.

Received Key Control Policy No. 561. First reading. Information only.

Received Motor Vehicles Policy 564. First reading. Information only.

Proceedings:

Chair Sandi Smith-Andrews called the TEAMS meeting to order at 3:35 p.m. Mary Lou Fornehed motioned to approve the agenda for January 26, 2022. Holly Mills seconded. Motion APPROVED.

Andrea Kruszka motioned to approve the November 3, 2021 minutes. Mills seconded. Motion unanimously APPROVED.

Greg Holt presented the Title IX Policy and Grievance Procedures No. 144 and noted that in August 2021, a district court issued a decision that changed the regulation regarding whether a witnesses' statement was useable if a witness was not present. Holt added that language was taken out of the policy to follow the court's decision. An out-of-cycle approval was obtained and this was an information only item.

Holt presented the Family Medical & Service Member Leave Policy No. 617 and noted an out-of-cycle approval was obtained and this was an information only item. Holt pointed out the General Assembly passed a law effective July 1 that changed employees of Tennessee sick leave. Holt stated that additional time was added for employees that were veterans with service connected disabilities for needed treatments.

Kevin Vedder presented the Holidays Policy No. 627. Smith-Andrews noted an out-of-cycle approval was obtained and this was an information only item. Vedder pointed out there were two additional holidays added, Good Friday and Juneteenth.

Smith-Andrews noted the Collections of Accounts Receivables Policy No. 504 was a first reading, information only item that provided an opportunity for feedback to the policy holder. Matt Smith presented the policy and stated that during the review cycle there were three basic changes made. On page three, there was clarification on the type of delinquent student account. On pages four and five, there were clarifications to the withholdings for employee receivables and the options employees had. Smith stated there were two types of hearings available to the employee; the Tennessee Tech hearing and the Uniform Administrative Procedures Act (UAPA) contested case hearing. On page 16 of the policy, there was a slight change to the wording under approval.

Michael Allen asked if under section B.4.d if it should say any delinquent account and not use the word student? Allen asked if it was more general or if the section only referred to students? Smith commented that it referred to the students that signed a Financial Responsibility Statement. Smith agreed to review prior to submitting for approval.

Smith-Andrews noted the Key Control Policy No. 561 was a first reading, information only item. Chuck Roberts stated a working group of employees from across campus met this past fall and reviewed the Key Control Policy. Roberts noted that there were some definitions changed as to who approved the issuance of keys. Also, clarification was made on how adjunct and temporary employees could obtain keys. Roberts also pointed out that a lost or stolen key should be reported which would result in discussion between the department and facilities on replacement costs. Roberts thanked those who came together to work on the policy.

Allen asked if the adjunct and temporary employee signed Personal Action Forms (PAF) and were employees of Tennessee Tech University, could Tennessee Tech make them responsible? Roberts commented that Tennessee codes and guidelines did not allow that to happen. Allen asked how would a department get reimbursed for a lost key if the department had paid for it? Roberts replied the committee had looked at other universities and it was standard practice that the department paid for the lost key.

Roberts presented Receipt of Motor Vehicles Policy 564, which was also presented as a first reading, information only item. Roberts indicated that references to motor pool were removed. Roberts noted that a statement was added that an employee who drove a state vehicle, rental, or their own vehicle on official state business must follow State of Tennessee guidance and call the State of Tennessee Auto Accident Call Center in the event of an accident.

Dr. Claire Stinson stated that the policy would be expanded to clarify how employees would report an accident adding that there would be a large penalty from the State if an accident was not reported. Smith-Andrews commented that we need to disseminate this information well given that it applies to both personal and rental vehicles driven for business purposes. Mark Wilson recalled that this information was distributed on campus via email and Tech Times previously but suggested that the State guidelines be given out to all new employees and also an annual reminder. Jeannette Luna agreed that the information could also be given out annually to department chairs.

Other such matters. Smith-Andrews asked for volunteers to form an ad hoc committee to obtain nominations for the election of next Administrative Council Chair. Michael Allen volunteered to be on the committee. Smith-Andrews asked that others contact her if they would like to volunteer. Allen thanked President Oldham for the new cupola at Derryberry Hall. Allen suggested that a miniature replica of the cupola, that played the Tennessee Tech Hymn, be made that could be sold; he thought every alumnus would purchase. adding that the money could go toward scholarships.

Andrea Kruszka motioned to adjourn. Mark Wilson seconded. Adjourned at 4:01 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of January 26, 2022
Minutes of November 3, 2021

Revised Policies:

Title IX Policy and Grievance Procedures Policy No. 144
Family Medical & Service Member Leave Policy No. 617
Holidays Policy No. 627

First Reading Policies:

Collections of Accounts Receivables Policy No. 504
Key Control Policy No. 561
Motor Vehicles Policy No. 564