

**Administrative Council  
March 2, 2022 - 3:35 p.m.  
TEAMS Meeting  
Minutes**

<b>Voting Members Present</b>		
Dan Allcott	Michael Allen	Sandra Bohannon
Debra Bryant	Kristine Craven	Dennis Duncan
Joshua Edmonds	Mary Lou Fornehed	Steve Garner
Scott Hagarty	David Hajdik	Elizabeth Honeycutt
Tammy Howard	Samantha Hutson	Janet Isbell
Andrea Kruszka	Jane Liu	Mark Loftis
Holly Mills	Tony Nelson	Joseph Ojo
Kristin Pickering	Mustafa Rajabali	Elizabeth Ramsey
Chuck Roberts	Bedelia Russell	Joseph Slater
Scott Smith	Sandi Smith-Andrews, chair	Kacee Abbott (Proxy for Claire Stinson)
Dan Swartling	Suzan Swartzentrover	Jennifer Taylor
Kyle Turner	Kim Winkle	Laith Zuraikat
<b>Voting Members Absent</b>		
Amy Brown	Jacob Cherry	Daniel Brent Drexler
Kim Hanna	Madison Harris	Aaron Lay
Lenly Weathers	Angie Wells	Mark Wilson
<b>Resource Persons / Others Present</b>		
Kevin Braswell	Lori Bruce	Sharon Holderman
Sharon Huo	Jeannette Luna	Loren Morlote
Rob Owens	Cynthia Polk-Johnson	Donna Schrock
Diane Smith	Matt Smith	Courtney Thompson
Kevin Vedder	Jerri Winningham	Lee Wray

**Summary:**

Approved agenda

Approved January 26, 2022 minutes

Received new Research Centers Policy No. 706. First reading. Information only.

Received revised Record Retention Policy No. 113. First Reading. Information only.

Approved revised Collection of Accounts Receivable Policy No. 504.

Received revised General and Group Travel Policy No. 506. First reading. Information only.

Received revised Disposal of Surplus Personal Property Policy No. 509.1. First reading. Information only.

Approved revised Key Control Policy No. 561.

Approved revised Motor Vehicles Policy No. 564.

Received revised Code of Conduct Policy No. 600. First reading. Information only.

Tabled revised Bereavement Policy No. 613.

Approved revised ITC Procedures.

**Proceedings:**

Chair Sandi Smith-Andrews called the TEAMS meeting to order at 3:35 p.m. Andrea Kruszka motioned to approve the agenda for March 2, 2022. Dennis Duncan seconded. Motion APPROVED.

Kruszka motioned to approve the January 26, 2022 minutes. Duncan seconded. Motion APPROVED. One abstained.

Smith-Andrews noted the new Research Centers Policy No. 706 was submitted as a first reading, and, therefore, informational and for discussion only. Jennifer Taylor presented and noted that the policy had to do with the formation, evaluation and sunset of Research Centers. Taylor indicated that this new policy took Tennessee Tech's practices used when operating under the TBR and put into this policy format. Smith-Andrews stated if questions developed, to please contact Taylor before the second reading which would be for approval.

Sharon Holderman presented revised Record Retention Policy No. 113, which was also presented as a first reading, information only for discussion purposes. Holderman indicated that updates were dependent on when the State made changes on how to handle State records. Holderman stated there were many changes and a summary had been included with the Administrative Council material. Also, the policy was based on State law and the State's Records Distribution Authorization. There were no questions or discussion.

Duncan motioned to approve revised Collection of Accounts Receivable Policy No. 504. Michael Allen seconded. Matt Smith presented and stated that the policy was up for periodic review and clarification was made to the wording between a UAPA hearing and an Institutional

hearing. Smith also stated that Item J.3.a would now state Tennessee Tech's President and Vice President for Planning and Finance would certify compliance with the prescribed statute and collection guidelines on write-offs. Smith addressed a previous question raised during the first reading by Michael Allen regarding the reimbursement of collection costs. After further research, Smith indicated that the Financial Responsibility Statement that students signed allowed Tennessee Tech to get reimbursed for costs incurred during the collection procedure and the original revisions remained in place. Motion APPROVED, one abstained.

Kacee Abbott presented the revised General and Group Travel Policy No. 506, which was also presented as a first reading, informational only for discussion purposes. Abbott indicated the policy was updated to include changes made by Chrome River and the travel cards that were implemented. Abbott also noted that resource documentation was included. There were no questions or discussion.

Abbott presented the Disposal of Surplus Personal Property Policy No. 509.1, also a first reading, information only for discussion purposes. Abbott noted that changes were made to clarify language and added information from the Request for Change of Accountability Form Procedures which made it clearer on how to use the policy from the user's standpoint. There were no questions or discussion.

Michael Allen motioned to approve the revised Key Control Policy No. 561 which was presented as a second reading. Elizabeth Ramsey seconded. Chuck Roberts stated he had met with a working group to review issues with the policy. Roberts presented clarification made on the approving officials and who could authorize the issuance of keys. Roberts also noted that clarification was made on how Adjunct and Temporary employees could obtain keys. The process for returned keys was also clarified. Motion APPROVED.

Kruszka motioned to approve the revised Motor Vehicles Policy No. 564 which was presented as a second reading. Scott Smith seconded. Roberts presented and indicated that upon periodical review, references to the central motor pool had been taken out and specific guidelines were outlined for use of a state vehicle, rental, or personally-owned vehicles used on official state business if involved in a vehicle accident. Roberts also noted that personnel could contact Facilities to obtain the State of Tennessee Auto Accident Call Center guidelines. Motion APPROVED.

Smith-Andrews noted that the revised Code of Conduct Policy No. 600 was a first reading and an information only item for discussion purposes. Kevin Vedder presented the policy and stated clarification was made to III.A, on who was referenced as an employee of Tennessee Tech. Vedder noted language was added to III.C, to give notice to employees of potential legal consequences and their policy protections. Vedder stated that changes to III.E.3, which now aligns the refusal of an employee to comply with a lawful directive as insubordination. Jeannette Luna thanked Vedder for his work and commented that he had been working with a

Senate ad-hoc committee on these changes. There were no questions or discussion on the policy.

Kruszka motioned to approve the revised Bereavement Policy No. 613 which was presented as a second reading. Duncan seconded. Vedder presented the revised policy based on a collaboration with Council and Senate members. Vedder stated that the policy was amended to be more family friendly and constituted a fair amount of change. Vedder pointed out that the definition of III.B Immediate Family Member was deleted to allow for expansion of Section IV.B. Leave Allowances. Vedder noted section IV.B was revised substantially to include revisions from three bereavement days plus two sick days to up to five bereavement days over six consecutive calendar months to recognize that funerals or celebrations do not always occur immediately following a death. The policy also specified employee eligibility for bereavement days.

Dan Allcott asked if the language included domestic partner, as discussed at the first reading, or was it included under relative or someone living in the home? Vedder replied, that he thought it would be someone living in the home. Allcott asked for clarification on whether this would be interpreted even though it was not stated in the policy asking if there was a reason domestic partner was not included IV.B.1. Vedder replied he did not know if domestic partner was a legal definition in the State of Tennessee and he would review with University Counsel to ensure there was not a conflict with Tennessee code to add the term domestic partner.

Allcott motioned to table the vote until consultation with University Counsel on the potential addition of language for domestic partner. Kruszka seconded and also stated she withdrew her original motion. Motion APPROVED.

Holly Mills motioned to approve the revised Information Technology Committee (ITC) Procedures. Ramsey seconded. Matt Smith presented and stated that as Interim Chief Information Officer, he took a fresh look at the procedures which had not been revised in five years. Smith pointed out an addition was made to III.A, Academic Affairs membership to specify that one administrator be the Director of the Center for Innovation in Teaching and Learning (CITL). Smith commented in regard to VI.A.9 Officers, language was added regarding the chairperson's responsibility in the case of a tie which was identical to the Administrative Council's Procedures language. Smith added that the Executive Director of Information Technology Services (ITS) title had changed to Associate Vice President of ITS (AVP of ITS) and that revision was made throughout the policy. Motioned APPROVED.

Other such matters. Smith-Andrews stated there was a need for two more people to work with Michael Allen on an ad hoc committee to nominate the next chair of Administrative Council. Duncan and Kruszka volunteered.

Smith-Andrews pointed out that the revised Misconduct in Research Policy No. 780 was pulled from the agenda. Smith-Andrews stated that a special called meeting would occur on March

23<sup>rd</sup> at 3:35 p.m. for a first reading of the policy. The meeting would be a joint meeting with Academic Council.

Tammy Howard asked if policies approved in Council then move to Faculty Senate for a vote. Smith-Andrews replied that Faculty Senate did not vote adding that Faculty Senate was advisory in capacity. Smith-Andrews reviewed that votes occurred at Administrative Council and/or Academic Council then moved to University Assembly.

Andrea Kruszka motioned to adjourn. Ramsey seconded. Adjourned at 4:16 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of March 2, 2022

Minutes of January 26, 2022

First Reading Policies:

Research Centers Policy No. 706

Record Retention Policy No. 113

General and Group Travel Policies No. 506

Disposal of Surplus Personal Property Policy No. 509.1

Code of Conduct Policy No. 600

Revised Policies:

Collection of Accounts Receivable Policy No. 504

Key Control Policy No. 561

Motor Vehicles Policy No. 564

Revised Procedure:

ITC Procedures

Tabled Policy:

Bereavement Policy No. 613