

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

<b>Voting Members Present</b>		
Gerri Anna Alcorn	Sandi Smith-Andrews	Debra Bryant
Sandra Bohannon (for Marc Burnett)	Andrew Callender	Stuart Gaetjens
Mark Groundland	Kim Hanna	Mason Hilliard
Paula Hinton	Shelia Hurley	Regina Lee
Charlie Macke	Holly Mills	Vahid Motevalli
Tony Nelson	Lachelle Norris	Sally Pardue
Richard Rand	Mohan Rao	Jeff Roberts
Cara Sisk	Sharon Stevenson	Emily Wheeler (for Claire Stinson)
Birgit Hoffman	Mandy Thatcher (for Mark Wilson)	Brian Williams (for Jeannette Wolak)
Craig Zamer	Tiffany Smith	Craig Short
<b>Voting Members Absent</b>		
Deborah Ballou	Emily Bass	Jeremy Blair
Katelyn Cammack	Harvill Eaton	Steven Frye
Ahmed Elsayy	Billye Foster	Seth King
Melissa Geist	Mike Gotcher	Joseph Ojo
Craig Short	Steve Norris	Nicole Williams
<b>Resource Persons / Others Present</b>		
Lisa Russell (for Kevin Braswell)	Libby Gays (for Leslie Crickenberger)	Mark Stephens
Caleb Philips	Susanna Clouse	Katie Williams
Christian Buttram	Jerry Swallows	Doug Airhart
Zach Brown	Sharon Huo	Allison Jennings
Tammy Cobb		

**Summary:**

Approval of agenda

Approval of minutes (February 20, 2019)

Approval of Constitution for ADELPHOS of Tennessee Tech (Z. Brown)

Approval of Constitution for Campus YMCA of Tennessee Tech (Jennings)

Approval of Constitution for Data Science League of Tennessee Tech (K. Brown/N. Martindale)

Tabled Constitution for IMPACT TTU of Tennessee Tech (Sukowski)

Approval of Constitution for Mechanical Engineering Graduate Students Organization of Tennessee Tech (Nolan)

Approval of Constitution for Plant Science Experiences of Tennessee Tech (Clouse)

Approval of Constitution for Pokemon Club of Tennessee Tech (Buttram)

Approval of Constitution for Student Government Association of Tennessee Tech (Hilliard/Williams)

Approval of revised Conflict of Interest Policy No. 132 (Gays)

Approval of new Tenured Faculty Policy No. 207 (Stephens)

Approval of revised Cellular Service & Wireless Allowance Policy No. 560 (Short)

Approval of revised Position Reclassification Policy No. 659 (Gays)

Approval of new Investigations of NCAA Violations Policy No. 905 (Wilson)

Approval of Athletics annual report for 2019-20 (Wilson)

1) Diversity Issues

2) Gender Equity

Approval of annual reports of committees reporting to the Administrative Council for 2018-2019

Receive 2020-2021 Academic Calendar recommendation. Informational Item (Huo)

Receive report of the ad hoc Nominating Committee for Council chairman for 2019-20

Other such matters.

**Proceedings:**

Chairman Sisk called the meeting to order at 3:35 p.m. in the President's Conference Room. Sandi Smith-Andrews made a motion to approve the agenda for April 3, 2019. Holly Mills seconded. Motion APPROVED.

Holly Mills moved for the approval of the minutes from February 20, 2019. Mason Hilliard seconded. Motion APPROVED.

Paula Hinton moved for the approval of the Constitution for ADELPHOS of Tennessee Tech. Holly Mills seconded. Student representative Zach Brown was present to speak on behalf of the organization. This organization was founded to serve as a Christian-based bible study group for men on campus. Harry Ingle is the faculty advisor. Motion APPROVED.

Paula Hinton moved for the approval of the Constitution for YMCA of Tennessee Tech. Holly Mills seconded. Student representative Allison Jennings spoke on behalf of the organization, which was founded to facilitate and promote civic engagement on campus and in the community. This chapter is a chapter under the nationally recognized YMCA. Colleen Mestayer and Tammy Keylon are faculty advisors. Motion APPROVED.

Paula Hinton moved for the approval of the Constitution for Data Science League of Tennessee Tech. Mason Hilliard seconded. Student representative Nathan Martindale was present to speak on the organization's behalf. This organization was founded to promote the importance of data science and to allow an environment to practice common data science techniques. Doug Talbert is the faculty advisor. Motion APPROVED.

No representative for IMPACT TTU of Tennessee Tech was present to speak on the organization's behalf. Approval of the Constitution for IMPACT TTU was tabled.

Paula Hinton moved for the approval of the Constitution for Plant Science Experiences of Tennessee Tech. Tiffany Smith seconded. Student representative Caleb Phillips was present to speak on behalf of the organization. This organization was founded to educate the Tennessee Tech community on horticulture, floriculture, and landscape management. Plans of educational field trips, internship opportunities, and volunteer opportunities for interested students are included. Douglas Airhart is the faculty advisor. Sandi Smith-Andrews proposed a friendly amendment to correct grammar and punctuation. Motion APPROVED.

Paula Hinton moved for the approval of the Constitution for Mechanical Engineering Graduate Students Organization of Tennessee Tech. Sally Pardue seconded. Chaitanya Sai Kodali, a student representative, was present to speak on behalf of the organization. This organization was founded to give fellowship, funding, and research opportunities for new and current graduate students in Mechanical Engineering. The faculty advisor is Ethan Languri. Motion APPROVED.

Paula Hinton moved for the approval of the Constitution for Pokémon Club of Tennessee Tech. Holly Mills seconded. Student representative Christian Buttram was present to speak on behalf of the organization. This organization was founded to allow students an environment to come together and play casual or competitive Pokémon card or video games. Jerry Swallows is the faculty advisor. Sandi Smith-Andrews proposed a friendly amendment to correct redundancy in the statement of purpose. Motion APPROVED.

Paula Hinton moved for the approval of the Constitution for Student Government Association of Tennessee Tech. Holly Mills seconded. Mason Hilliard was present to speak on behalf of the organization. He presented the updated Constitution, which included language revisions, the addition of the College of Fine Arts for senator representation, and updated by-laws. Motion APPROVED.

Paula Hinton moved for the approval of the revised Conflict of Interest Policy No. 132. Holly Mills seconded. Libby Gays presented the revised policy. The revision of this policy included updates on relative TCA codes, updates on the list of Tech policies that pertain to conflict of interest, and updated verbiage related to the new Governor's executive orders. This revision also included the addition of the Compliance Officer to the Conflict of Interest committee. Motion APPROVED.

Paula Hinton moved for the approval of the new Tenured Faculty Policy No. 207. Tiffany Smith seconded. Mark Stephens was present to speak on behalf of the new policy. The request to review and clarify the tenure policy was received from the Board of Trustees. It was determined to divide the original policy into two policies which would be more succinct; a pre-tenure and a post-tenure policy. Provost Bruce appointed two committees: Pre-Tenure Policy Committee (how a faculty member obtains tenure) was co-chaired by Sharon Huo and Curtis Armstrong. The Post-Tenure Policy was co-chaired by Mark Stephens and Jeff Roberts.

Jeff Roberts passed out handouts of Section 8 which were amended versions of the proposed Policy 207 distributed with the agenda. Mark Stephens turned the discussion of the policy over to Jeff Roberts. Dr. Roberts noted that the committee had met for several months discussing the policy revisions and that the proposed policy had also been reviewed by Faculty Senate and Kae Carpenter. This policy included updated amendments that reflect Tennessee state law also.

Paula Hinton withdrew her original motion. Jeff Roberts moved for the approval of the proposed amended policy. Paula Hinton then seconded. Discussion followed regarding language pertaining to absence in Section VI.C, what it meant to report for service, and who assesses the incompetence in teaching or research. An editorial change was received regarding Section IV.D., Definition of Peers, which excluded those with primary administrative duties; asking that the revision include those in the chain. After much discussion and not receiving an amended motion for changes to the proposed policy, a vote was taken. Motion APPROVED.

Paula Hinton moved for the approval of the revised Cellular Service & Wireless Allowance Policy No. 560. Tiffany Smith seconded. Craig Short was present to speak on behalf of the policy. This policy has been revised to change the paradigm from University provided cell

phones to having the ability to make provisions for allowances/stipends for university personnel whose responsibilities require a cellular device. Motion APPROVED.

Paula Hinton moved for the approval of the revised Position Reclassification Policy No. 659. Holly Mills seconded. Libby Gays was present to speak on behalf of the policy updates. This policy was revised to reflect changes to the timeframe in order to allow reclassifications throughout the year. The revision also eliminate the ad hoc committee's approval of reclassifications. Motion APPROVED.

Paula Hinton moved for the approval of the new Investigations of NCAA Violations Policy No. 905. Tiffany Smith seconded. Mandy Thatcher was present to speak on behalf of the policy. This policy was the result of a NCAA recommendation that all institutions have a policy specifically for investigating NCAA violations. The policy has been vetted by Jeff Roberts and Kae Carpenter and approved by the Athletics Committee in February 2019. Motion APPROVED.

Paula Hinton moved for the approval of Athletics annual report for 2019-2020. Tiffany Smith seconded. Mandy Thatcher asked if there were questions on the provided reports. Hearing none, the motion was APPROVED.

Paula Hinton moved for the approval of the annual reports of the committees that report to the Administrative Council for 2018-2019. Tiffany Smith seconded. There were no questions or concerns. Motion APPROVED.

Sharon Huo presented the 2020-2021 Academic Calendar recommendations received from the Academic Calendar Committee as an informational item. This included proposed changes to class schedules and instructional weeks. Comments, suggestions or concerns should be submitted to Academic Affairs before April 17<sup>th</sup>. Dr. Huo will also be providing the information to the Academic Council. The Provost will make a recommendation to the President and in consultation with the President a final decision will be made.

Sandi Smith-Andrews presented the report of the ad hoc Nominating Committee for the Administrative Council chairman for 2019-2020. Sandi Smith-Andrews formally thanked Cara Sisk for her two years of past service as chair. Jeannette Wolak's name was put forth in a motion from the ad hoc committee to be named the next council chair. Vahid Motevalli seconded. Sandi read a statement of gratitude from Jeannette: "Thank you for considering me to serve as council chair for the 2019-2020 academic year. Service on the council and the Faculty Senate has given me a new appreciation for the importance of self-governance and the role of this council in managing administrative policies of the university. I regret that I could not attend today in person – this is my first missed council or Senate meeting – and I look forward to continued participation and engagement next year. Thank you for the opportunity." Sandi Smith-Andrews motioned to approve the nomination and Jeff Roberts seconded. There being no additional nominations from the floor, the motion was APPROVED.

Cara Sisk indicated she wanted to discuss the current nomination procedures of Members-at-Large positions for the Administrative Council; similar concerns were expressed to her regarding

the Academic Council procedures as well. The concern was that the ballot that went out for both councils had the exact same members nominated and you cannot serve on both councils. It has been recommended that the procedures include that members be nominated specifically for one council or another.

Sandi Smith-Andrews brought up concerns and flaws with the electronic voting system recently implemented and her understanding that the electronic procedures were intended to mimic the traditional process. The amended procedures were presented as if they were mimicking the traditional process but the document did not reflect this. Sandi Smith-Andrews stated that when the council voted, the vote was on the presented amendments. Since voting procedures were violated, Sandi Smith-Andrews made a motion to nullify the most recent results from the current process and to hold another election that followed the previous, traditional, non-electronic voting procedures with nominations to come through the council chairs. Richard Rand seconded. Sally Pardue abstained. Motion APPROVED.

Cara Sisk proposed creating a sub-committee consisting of three Administrative Council members and three Academic Council members to create uniformity and consistency in the voting process. Cara Sisk discussed this with Linda Null, chair of the Academic Council who was in agreement of the need. Sandi Smith-Andrews, Paula Hinton and Andrew Callender volunteered to serve from the Administrative Council. Dr. Sisk asked that the sub-committee meet and bring back recommendations in September.

With no other such matters brought forth, Richard Rand moved for a motion to adjourn, and Paula Hinton seconded. The meeting adjourned at 4:40 pm.

Diane Smith, Recorder