

**Administrative Council
September 27, 2023 - 3:30 p.m.
TEAMS Meeting**

Minutes

Voting Members Present		
Amy Brown	Scott Christen	Kristine Craven (vice-chair)
Mark Creter	Jennifer Dewar	Andrew Donadio
Joshua Edmonds	Mary Lou Fornehed (chair)	Amy Foster
Chance Hale	Kim Hanna	Samantha Hutson
Richard Le Borne	Jane Liu	Mark Loftis
Jeb Maclennan	Twanelle Majors	Holly Mills
Wendy Mullen	Michael Natrass	Tony Nelson
Richard Rand	Lisa Rice	Steven Seiler
Joseph Slater	Scott Smith	Sandra Smith-Andrews
Sarah Starkey	Claire Stinson	Leslie Suters
Elijah Tidwell	Kyle Turner	Hannah Upole
Braxton Westbrook		
Voting Members Absent		
Teddy Burch	Yun Ding	Steven Frye
Michelle Huddleston	Joseph Ojo	Bedelia Russell
Dan Warren	Mark Wilson	Kim Winkle
Resource Persons / Others Present		
Michael Allen	Julie Baker	Kevin Braswell
Lori Bruce	Kent Dollar	Greg Holt
Sharon Huo	Gail Ligon	Carl Pinkert
Cynthia Polk-Johnson	Donna Schrock	Brian Seiler
Darron Smith	Diane Smith	Kevin Vedder
Emily Wheeler	Jerri Winningham	Lee Wray
Philip Oldham		

Summary:

Approved agenda.

Approved August 30, 2023 minutes.

Received revised Student Academic Misconduct Policy No. 217. Out-of-cycle approval. Information only.

Approved new Foreign Gifts & Contracts Policy No. 539.

Approved revised Substantive Change Policy No. 221.

Approved revised New Academic Units Policy No. 227.

Received revised Grants, Contracts, and Cooperative Agreements Policy No. 516. First Reading. Information only.

Proceedings:

Chair Mary Lou Fornehed called the Administrative Council meeting to order at 3:30 p.m. Braxton Westbrook motioned to approve the agenda for September 27, 2023. Andrew Donadio seconded. Sandi Smith-Andrews questioned why the Food Purchase Policy No. 508 was included, although it was not on the agenda. Fornehed confirmed that Food Purchase Policy No. 508 was to be added under Other Such Matters for an update from the August 30, 2023 discussion. Motion APPROVED with an addendum to add discussion of the Food Purchase Policy under Other Such Matters.

Westbrook motioned to approve the August 30, 2023 minutes. Smith-Andrews seconded. Motion APPROVED.

Kent Dollar presented the revised Student Academic Misconduct Policy No. 217 which was presented as an information item due to being previously approved out-of-cycle. Dollar noted the Artificial Intelligence (AI) Task Force and the University Academic Misconduct Committee met to explicitly define what was AI in terms of academic misconduct. Dollar added that students were not allowed to use AI unless it was approved by the professor of their course. Fornehed commented that AI was well defined and very specific and should affect statements faculty include on their syllabus to reflect the policy changes. Dollar confirmed that the Provost's Office had sent out three possible statements to include on syllabi. Dollar commented that there were departments on campus that would allow AI and some would not.

Donadio motioned to approve the new Foreign Gifts & Contracts Policy No. 539. Holly Mills seconded. Greg Holt presented the policy and stated there were both federal and state laws that required transparency on gifts and contracts from foreign sources. Holt stated that universities were required to report to both the Department of Education and to the state when universities received contracts, entered into agreements or received gifts of \$10,000 or over from foreign sources. Holt mentioned there were other various departments and agencies that had rules and regulations to follow and that the new Foreign Gifts & Contracts policy was purely for Education. Holt added the policy did cover all foreign groups and individuals but there is a minimum of \$10,000 for reporting.

Holt added that Jennifer Dewar had emailed with some concerns that Tennessee Tech was not meeting some of the requirements, for example, of the Office of Foreign Assets Control or the International Traffic and Arms adding that these concerns were valid. Holt had reached out to Research and Procurement and they do follow these laws and regulations. Holt stated this policy did not try to cover the various regulations but covers the two specific statutes. Dewar thanked Holt for addressing her concerns. There were no further questions or discussion. Motion APPROVED with one abstention.

Chance Hale motioned to approve the revised Substantive Change Policy No. 221. Braxton Westbrook seconded. Sharon Huo presented and stated the Substantive Change Policy was a required institutional policy by SACSCOC. Huo added that the policy was revised to be consistent with the current SACSCOC policy. There were no questions or discussion. Motion APPROVED with three abstentions.

Chance Hale motioned to approve the revised New Academic Units Policy No. 227. Donadio seconded. Huo presented and stated the changes to the New Academic Units Policy were to align the policy with Tennessee Higher Education Commission's (THEC) revised version. Huo added that after the first reading she received a comment on whether renaming an existing unit should require internal approval. Huo stated that there was a new revision under Procedures, Section D that included the renaming of an existing unit required appropriate institutional approval and that THEC required written notification, this was the only change from the first reading of the policy.

Richard Rand stated the policy was very detailed about the process for creating a new unit and then it only required appropriate institutional approvals. Rand asked what were appropriate institutional approvals. Huo stated Tennessee Tech did not have many renaming situations but if there was a desire to do so, Tennessee Tech would use the Interpretation Section which included the Provost in consultation with the President. Huo provided examples of when a unit name change might occur would be if there were a field name change or a donation was received. There were no further questions. Motion APPROVED with three abstentions.

Claire Stinson presented revised Grants, Contracts, and Cooperative Agreements Policy No. 516 as a first reading and for information only. Stinson said the change to the policy was in IV. Policy, Section K, on page four. Stinson stated Tennessee Tech had a National Science Foundation (NSF) program review and the concern of the review team was that the policy did not specifically address the Principal Investigator's (PI) responsibility for reviewing expenditures for compliance with federal cost principles prior to approving the item. Stinson indicated that it was felt the policy included what was needed but NSF respectfully disagreed and this change was to make the clarifications the review team had suggested.

Stinson added, as the policy was reviewed there were some additions the Office of Sponsored Programs and the Office of Research and Economic Development had suggested and also

appropriate name changes to the policy were made. There were no questions or discussion. Fornehed suggested if there were any questions, to please email Dr. Stinson before the next Council meeting.

Other Such Matters. Fornehed mentioned that the Food Purchase Policy No. 508 had been addressed under Other Such Matters in the August 30th Administrative Council meeting and she wanted to give another opportunity for updates and discussion. Rand had previously raised the question and restated that the concern was with the threshold that was required to contract with dining services on campus as opposed with purchasing off campus. Rand added that no more than \$300 could be spent from an outside vendor without approval, which did not account for inflation. Rand questioned if the threshold could be raised and why it was in the policy since it was a contractual agreement.

Stinson replied that she had contacted Gayle Hanson, Director of our Food Services Department with Chartwells, and Gayle was open to increasing that amount to \$500 and said we could move forward with the increase. Stinson also said that Hanson reaffirmed that she was open to talk with departments on what they would want for an event, and if Chartwells was not able to provide the service, then an exception could be made. Rand thanked Stinson for this great information.

Joseph Slater suggested removing the dollar amount in the Food Purchase Policy and instead reference the dollar amount of the contract since Tennessee Tech was bound by the contract. Slater added the policy should say the limit was in the contract, reference the Business Office and there could be a webpage with the information, this would avoid the need to revise the policy. Stinson commented that effective dates on policies do not change if the policies were reviewed and it was determined that no changes were needed or there were small technical changes. Stinson added the review dates will show up in a separate section on Policy Tech. While being discussed, Diane Smith reviewed this policy in Policy Tech and indicated that the Food Purchase Policy was reviewed on March 26, 2021 with no further changes. Stinson stated the increase of the dollar amount could be considered a technical change and that the dollar amount was in the policy because it affected a lot of people and saved a lot of phone calls and time. Stinson noted that that amount was based on the contract which was a ten-year contract.

Smith-Andrews commented she understood that the date on the policy was when it was cleared by shared governance. Smith-Andrews would like to see, for transparency purposes, the review date on the policy either below the date it cleared shared governance or on the forward-facing area of Policy Central so that people were able to see the last time a policy was reviewed. Fornehed recapped that the dollar amount on the Food Purchase Policy No. 508 was increased to \$500 as a technical change with Dr. Oldham's approval and Dr. Stinson here as the owners of the policy.

Smith-Andrews motioned to adjourn. Scott Christen seconded. Adjourned at 4:08 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of September 27, 2023

Minutes of August 30, 2023

Received out-of-cycle approvals, Information only:

Revised Student Academic Misconduct Policy No. 217

New Policies:

Foreign Gifts & Contracts Policy No. 539

Revised Policies:

Substantive Change Policy No. 221

New Academic Units Policy No. 227

Grants, Contracts, and Cooperative Agreements Policy No. 516