

**Administrative Council
November 04, 2020 - 3:35 p.m.
TEAMS Meeting
Minutes**

Voting Members Present		
Dan Allcott	Michael Allen	Jeremy Blair
Debra Bryant	Wei Tsun Chang	Daniel Brent Drexler
Dennis Duncan	Joshua Edmonds	Mary Lou Fornehed
Steven Frye	David Hajdik	Alexis Harvey
Madison Harris	Elizabeth Honeycutt	Brian Jones
Nancy Kolodziej	Aaron Lay	Chad Luke
Holly Mills	Tony Nelson	Lachelle Norris
Anthony Paradis	Sally Pardue	Richard Rand
Chuck Roberts	Jeffery Roberts	Mike Rogers
Bedelia Russell	Sandra Smith-Andrews	(Claire Stinson) Proxy-Emily Wheeler
Dan Swartling	Suzan Swartzentrover	Jennifer Taylor
Angie Wells	Mark Wilson	Jeannette Wolak
Lisa Zagumny	Kim Hanna	Janet Isbell
Voting Members Absent		
Sandra Bohannon	Tammy Howard	Steven Norris
Joseph Slater	Lenly Weathers	
Resource Persons / Others Present		
(Kevin Braswell) – Catherine Wallace	Yvette Clark	Rob Owens
Sharon Huo	Jerry Keeton	Mark Stephens
Lee Wray	Julie Baker	Briley Barnett
Margaret Cunningham	Vicki Dieffenderfer	Luther Hamby
	Greg Holt	Donna Schrock
Diane Smith	Jamaal Thompson	Katherine Williams
Jerri Winningham		

Summary:

Approved agenda

Approved September 20, 2020 minutes

Approved Constitution for Backdoor Improv Troupe of Tennessee Tech

Approved Constitution for Center of Diversity Education (CODE) of Tennessee Tech

Approved Constitution for Highlands Young Professionals of Tennessee Tech

Approved revised Environmental Health & Safety Policy No. 401

Approved revised Gramm-Leach-Bliley Act Compliance No. 503.1

Approved revised Uniform Disposition of Unclaimed Property No. 513

Approval revised Naming Buildings, Facilities & Organizations No. 537

Proceedings:

Chair Sandra Smith-Andrews called the TEAMS meeting to order at 3:35 p.m. Lisa Zagumny made a motion to approve the revised agenda for November 4, 2020. Richard Rand seconded. Motion APPROVED.

Dennis Duncan made a motion to approve the September 30, 2020 minutes. Lisa Zagumny seconded. Motion APPROVED.

Lisa Zagumny motioned to approve the Constitution for Backdoor Improv Troupe of Tennessee Tech. Mark Wilson seconded. Briley Barnett presented and stated that she had been doing Improv for the last five or six years on her own. She went to Mark Creter and asked if she could start an Improv team. They have been meeting since December of 2018 and have seen approximately 40 students come in and out. We focus on short form Improvisational Acting. Everything is made up on the spot, there are no scripts. It is a wonderful artform and creative outlet for students. It is flexible enough to perform on the plaza. We meet once a week for an hour. Mark Creter is the faculty advisor. Motioned APPROVED.

Mark Wilson motioned to approve the Constitution for Center of Diversity Education (CODE) of Tennessee Tech. Lisa Zagumny seconded. Jamaal Thompson presented that it was an organization made up of primarily student athletes and also regular students to come together and speak about real issues like social injustice and racial inequality. They also discuss things that they would like to better for this campus with the goal to promote unity through diversity. The diversity that comes with being on different sports teams and coming from different racial backgrounds. We hope to create a family environment for one another outside of our specific sports teams and to hold each other accountable outside of what coaches and faculty would do. An important purpose is the promotion of equality, justice and respect through eradicating the many social injustices that have plagued this country for a very long time. It is also important that we get out into the community to establish outreach programs with the community schools to show them what diversity looks like on different levels. Dr. Julie Baker is our faculty advisor. Sally Pardue questioned how many people are working together to form the organization? Thompson replied they have about 35 different students currently. Pardue thanked Jamaal for doing this. Motion APPROVED.

Lisa Zagumny motioned to approve the Constitution for Highlands Young Professionals of Tennessee Tech. Michael Allen seconded. Margaret Cunningham present stating there already is an organization in this community called Young Professionals of the Highlands. It is for people 21-40 to do professional development and networking. We would like to start a Tennessee Tech Chapter so we can link with them and work together. Highlands mean the Highlands Economic Partnership which includes Putnam County, Overton County, Jackson County and White County. As a student it will be a fun way to get involved in this community and see the job opportunities and internship opportunities available. The businesses that are in this partnership are ready to accept student interns and offer jobs. Another goal is to retain students in this area. Michael Aikens is the faculty advisor. Motion APPROVED.

Mark Wilson motioned to approve the revised Environmental Health & Safety Policy No. 401. Holly Mills seconded. Chuck Roberts presented that it was a slight administrative change. In 2017 our Environment, Health and Safety department fell under the Director of Capital Projects. Now they fall under the Vice President of Facilities and Business Services. Wording in the policy was changed to reflect the shift. Motion APPROVED.

Dennis Duncan motioned to approve the revised Gramm-Leach-Bliley Act Compliance No. 503.1. Lisa Zagumny seconded. Greg Holt presented that in late 2019 the Office of Management and Budget came out with some recommendations for the Gramm-Leach-Bliley Act and the Federal Trade Commission and Safe Guarding Rule. They said that this is what Auditors will be looking at in your policy. We revised our policy so what they wanted was in there. It didn't change a lot but said it in a way that the state auditors would be looking at. Motion APPROVED.

Lisa Zagumny motioned to approve the revised Uniform Disposition of Unclaimed Property No. 513. Holly Mills seconded. Emily Wheeler presented stating that the changes in the policy are a result of the change in the Tennessee state law. It changed the reporting timetable. We also included a link to the procedures for the disposition of Title IV funds, which is just an informational piece. Motion APPROVED.

Janet Isbell motioned to approve the revised Naming Buildings, Facilities & Organizations No. 537. Lisa Zagumny seconded. Emily Wheeler presented for Dr. Claire Stinson, stating the policy had one minor change in D – 2. It was recommended by the Board of Trustees at their last meeting to remove the language; *no individual who has been an employee of Tennessee Tech within the previous year.* That is in consideration to naming of buildings. Motion APPROVED.

Other Such Matters. Mark Wilson reminded everyone that Tennessee Tech and the City of Cookeville, Putnam County and the Chamber of Commerce will be hosting the BlueCross Bowl Games on December 3rd, 4th and 5th (Thursday, Friday & Saturday). There will be significant visitors coming to campus which will impact all the parking north of University Drive.

Sally Pardue issued a formal thank you for the use of TEAMS and for filing all the materials there for the meeting. It has been very helpful and I am glad we have adopted it's use. Smith-Andrews asked to please let her know if anyone has a problem with the TEAMS screen of only seeing nine people at a time and we could possibly go back to ZOOM for meetings but continue to use TEAMS for the files. Pardue offered technical advice that in the ellipses dots there is a gallery mode, large gallery view and a together mode.

Dan Allcott asked Mark Wilson to clarify the COVID-19 protocols for the BlueCross Bowl. Wilson stated that they are following the high school requirements that the TSSAA had negotiated with the State of Tennessee included temperature checks, masking as people enter the stadium and encouraging masking. Will limit capacity within Tucker Stadium to 1/3 of normal capacity.

David Hajdik asked Mark Wilson; what about outside of Tucker Stadium, but on University grounds? The high school requirements are substantially different than Tennessee Tech University when it comes to gatherings. Especially the tailgate parties that usually develop around the academic buildings during BlueCross Bowl. Wilson replied that they have not permitted tailgating in the area of Johnson Hall for a number of years. Designated tailgating spots for groups are on the grass areas around the tennis courts and in the self-parking lot adjacent to the Hooper Eblen Center. Hajdik asked what are the rules around the tennis courts during the BlueCross Bowl? Wilson said they would be the same; encouraging masking, encouraging social distancing. There will be signage when people are coming in that masking, social distancing and temperature checks required. Hajdik asked who will be enforcing that? Wilson replied that the TSSAA working with the Chamber of Commerce.

Wei Chang had a question regarding enforcing it and requiring wearing the mask. They are two different words and I would like a clarification on that. Are we going to enforce the high school students to wear them or suggest that they wear them? Wilson said we are encouraging it, we are requiring it, but it is very difficult to enforce.

Richard Rand motioned to adjourn. Dennis Duncan seconded. Adjourned at 4:05 p.m.

Diane Smith, recorder

Documents on file with minutes:

- Agenda of November 4, 2020
- Minutes of September 30, 2020
- Constitution for Backdoor Improv Troupe of Tennessee Tech
- Constitution for Center of Diversity Education (CODE) of Tennessee Tech
- Constitution for Highlands Young Professionals of Tennessee Tech

Revised Policy:

Environmental Health & Safety Policy No. 401
Gramm-Leach-Bliley Act Compliance No. 503.1
Uniform Disposition of Unclaimed Property No. 513
Naming Buildings, Facilities & Organizations No. 537