

Administrative Council
April 6, 2016
President's Conference Room

Voting Members Present		
Bobby Adams	Judy Duvall	Mark Stephens
Jim Baier (Chair)	Kim Hanna	James Stewart
Marc Burnett (K. Williams)	Jerry Keeton	Claire Stinson
Jack Butler (J. Young)	Malinda Lloyd (L.Graves)	Huey-Ming Tzeng
Alice Camuti	Tony Nelson	Debbie Walker
George Chitiyo	Chad Rezsnyak	Mark Wilson (T. McMillan)
Kent Dollar	Jeff Roberts	
Ward Doubet	Sandi Smith	
Voting Members Absent		
S.K. Ballal	Sharon Holderman	Joseph Ojo
Jason Beach	Regina Lee	Rodley Pineda
Jack Butler	Jane Liu	Jeff Plant
James Champ	Charlie Macke	Joseph Rencis
James Davis	Ann Manginelli	Savannah Savage
Kevin Edwards	Jack Matson	Bharat Soni
Brooke Fleenor	Tony Michael	
Resource Persons Present		
Ed Boucher	Leslie Crickenberger (S. Howard)	Glenn James
Kevin Braswell	Bobby Hodum (M. Irvin)	Phil Oldham (Ex Officio)

Summary:

Approved agenda of April 6, 2016

Approved minutes of January 27, 2016

Approved ASHRAE Student Chapter of TTU Constitution

Approved Badminton Club of TTU Constitution

Approved constitution of Bangladeshi Student Association of TTU

Approved Dungeons & Dragons of TTU Constitution

Approved constitution of The Evergreen Society of TTU

Approved renaming and revision of the Exceptional Learning Student Organization of TTU Constitution

Approved constitution of MANRRS (Minorities in Agriculture, Natural Resources and Related Sciences) of TTU

Approved Collegiate Chapter of SAE International of TTU Constitution

Approved Young Americans for Liberty of TTU Constitution

Approved proposed Human Resources Policies:

Promotions, Demotions, and Transfers Policy No. 643

Reduction in Force, Reorganization, and Elimination of Occupational Classifications Policy No. 649

Approved revised Human Resources policies as follows:

Employee Grievance-Complaint Policy No. 652

Position Reclassification Policy No. 659

Approved revised Student Disciplinary Policy No. 302

Approved revised Athletics policies as follows:

Concussions Policy No. 952

Sports and Athlete Agents Policy No. 965

Approved Athletics 2015-16 Annual Reports:

Diversity Issues

Gender Equity

Approved annual reports from committees reporting to the Administrative Council

Received report of the ad hoc Nominating Committee for Council chairman for 2016-17 and elected Dr. Jim Baier as chairman.

Proceedings:

A Motion to approve the agenda of April 6, 2016, as distributed was made by Dr. Roberts and seconded by Dr. Smith. Motion APPROVED.

Mr. Adams made a motion to approve the minutes from January 27, 2016. Dr. Smith seconded. Motion APPROVED.

Dr. Dollar moved approval of the ASHRAE Student Chapter of TTU Constitution. The motion was seconded by Mr. Adams. The purpose of the ASHRAE TTU Student Chapter is to promote the advancement in the sciences of heating, refrigerating and air conditioning engineering and related sciences. Motion APPROVED.

A motion to approve the constitution of the Badminton Club of TTU was made by Dr. Stewart and seconded by Dr. Smith. The purpose of this club is to promote safe participation in the sport of badminton. Motion APPROVED.

Dr. Rezsnyak moved approval of the Bangladeshi Student Association of TTU constitution. The motion was seconded by Dr. Roberts. The purpose of this student organization is to promote cultural, social and national values of Bangladesh and help Bangladeshi students settle in at Tennessee Tech University. Motion APPROVED.

Mr. Adams moved to approve the constitution of the Dungeons & Dragons of TTU. This motion was seconded by Dr. Rezsnyak. The purpose of Dungeons & Dragons of Tennessee Tech is to promote interest in the tabletop roleplaying game called Dungeons & Dragons, on Tennessee Tech's campus. Motion APPROVED.

A motion to approve the constitution of The Evergreen Society of TTU was made by Dr. Smith and seconded by Mr. Adams. The Evergreen Society of TTU has the purpose of providing students in the School of Environmental and Sustainability Studies, as well as any other students that have a special interest in environmental issues, a forum in which to educate themselves and others about contemporary environmental concerns and solutions. Motion APPROVED.

Mr. Adams moved approval of the proposed "Exceptional Learning Student Organization" of TTU Constitution as presented to include the renaming of the organization and revisions of the organization's constitution. Dr. Chitiyo seconded. The mission of this organization is to create a base of support for students with an interest in working with at-risk children and families. Motion APPROVED.

Dr. Rezsnyak moved to approve the constitution of MANRRS (Minorities in Agriculture, Natural Resources and Related Sciences) of TTU. This motion was seconded by Dr. Chitiyo. The purpose of this organization is to promote and implement initiatives which foster inclusion and advancement of members of ethnic/cultural groups, under-represented in agricultural and natural resource sciences and related fields in all phases of career preparation and participation in these areas. Motion APPROVED.

A motion to approve the constitution of the Collegiate Chapter of SAE International of TTU was made by Mr. Adams and seconded by Dr. Rezsnyak. This organization seeks to provide its members opportunities to gain broader insight into the engineering profession by sponsoring meetings which will bring practicing engineers to the campus, arranging field trips to research and engineering establishments, sponsoring student projects of engineering interest, and participating in local SAE Section activities. Motion APPROVED.

Dr. Rezsnyak made a motion to approve the constitution of the Young Americans for Liberty of TTU. The motion was seconded by Mr. Adams. The purpose of this organization is to research, study, inform and educate the public concerning policy issues, including but not limited to those listed in the Preamble. Motion APPROVED.

Lieutenant Nelson moved for blanket approval of the two policies listed below. Dr. Rezsnyak seconded the motion.

"Promotions, Demotions, and Transfers Policy No. 643" establishes and details a consistent and equitable method of establishing promotions, demotions and transfers for employees of Tennessee Tech University.

"Reduction in Force, Reorganization, and Elimination of Occupational Classifications Policy No. 649" establishes and details a consistent equitable method of notifying and separating employees should a reduction in force, reorganization, or elimination of occupational classifications become necessary.

The motion was APPROVED by unanimous vote.

A motion for blanket approval of the following two revised policies was made by Lieutenant Nelson and seconded by Mr. Adams.

“Employee Grievance-Complaint Policy No. 652” establishes the process regarding employee grievances and/or complaints.

“Position Reclassification Policy No. 659” details TTU’s policy and procedures regarding Position Reclassification for employees.

The motion was APPROVED by unanimous vote.

Mr. Adams moved approval of the revised Student Disciplinary Policy No. 302. The motion was seconded by Dr. Rezsnyak. The purpose of this revision is to remove the current academic misconduct policies as well as removing any mention of self-harm included in this policy. It was noted that the current policy will remain enforce until approval of replacement policy by action of the Academic Council at the April 13, 2016, meeting. Motion APPROVED.

A motion to approve the following two revised policies was made by Dr. Roberts and seconded by Dr. Rezsnyak.

“Concussions Policy No. 952” provides TTU sports medicine staff and coaching staff with standard procedures for immediate medical care of athletes with potential head injuries.

“Sports and Athlete Agents Policy No. 965” educates student-athletes and their families to TTU’s policy regarding agents as well as State of Tennessee Agent Laws and NCAA legislation regarding agents.

The motion was APPROVED by unanimous vote.

A motion was made by Dr. Roberts, and seconded by Dr. Smith to approve the following Athletics Annual Reports: 1) Diversity Issues; 2) Gender Equity. Minority student-athletes increased 9.05 percent for women’s teams and 4.08 percent for men’s teams from the prior academic year. Female student athletes currently represent 42.64 percent of the Department of Athletics which is within the required 1% +/- of the 43.3% of females in the general undergraduate population. Motion APPROVED.

Motion by Dr. Rezsnyak, seconded by Dr. Smith, to receive the annual reports of committees reporting to the Administrative Council as submitted. Motion APPROVED.

Dr. Smith reported on behalf of the ad hoc Nominating Committee for Administrative Council chair for the 2016-2017 academic year, and nominated Dr. Jim Baier as chairman. Chairman Baier opened the floor for additional nominations. Hearing none, Lieutenant Nelson moved that nominations cease and that Dr. Baier be elected by acclamation. Dr. Rezsnyak seconded. Motion APPROVED.

Dr. Rezsnyak moved to adjourn, the motion was duly seconded. Meeting ADJOURNED at 4:18 p.m.

Documents on file with minutes:

Approved Student Organization Constitutions:

- ASHRAE Student Chapter of TTU
- Badminton Club of TTU
- Bangladeshi Student Association of TTU
- Dungeons & Dragons of TTU
- The Evergreen Society of TTU
- Exceptional Learning Student Organization at TTU
- MANRRS (Minorities in Agriculture, Natural Resources and Related Sciences) of TTU
- Collegiate Chapter of SAE International of TTU
- Young Americans for Liberty of TTU

Adopted Policies:

- Promotions, Demotions and Transfers Policy No. 643
- Reduction in Force, Reorganization, and Elimination of Occupational Classifications Policy No. 649

Revised Policies:

- Employee Grievance-Complaint Policy No. 652
- Position Reclassification Policy No. 659
- Student Disciplinary Policy No. 302
- Concussions Policy No. 952
- Sports and Athlete Agents Policy No. 965

Annual Reports as submitted by athletics:

- Diversity Issues for 2015-2016
- Gender Equity for 2015-2016

Annual reports from committees reporting to Administrative Council