

Administrative Council
August 24, 2016
President's Conference Room

Voting Members Present		
Jim Baier, Chair	Paula Hinton	Jeff Roberts
S.K. Ballal	Jerry Keeton	Cara Sisk
Deborah Ballou (C. Armstrong)	Jane Liu	Bharat Soni (F. Otuonye)
Jason Beach	Charlie Macke	Mark Stephens
Marc Burnett	Alex Martin	James Stewart
Jack Butler	Holly Mills	Claire Stinson
Alice Camuti	Tony Nelson	Rachel Tuck (C. Cook)
George Chitiyo	Richard Rand	Huey-Ming Tzeng
Kent Dollar	Joseph Rencis	Debbie Walker
Brooke Fleenor	Chad Rezsnyak	Mark Wilson
Voting Members Absent		
Sam Broady	Kevin Edwards	Joseph Ojo
Debra Bryant	Melissa Geist	Rita Ramsey
Ward Doubet	Regina Lee	Sandi Smith
Judy Duvall	Tony Michael	
Resource Persons Present		
Ed Boucher	Leslie Crickenberger	
Kevin Braswell	Bobby Hodum	
Resource Persons Absent		
Glenn James	Jeff Young	

Summary:

Approved agenda of August 24, 2016, as distributed

Approved minutes of April 6, 2016

Approved Constitution of Women's Club Soccer of TTU

Approved Amended Constitution of Student Environmental Action Coalition of TTU

Briefed by Dr. Jeff Roberts re: FOCUS Act-transition of policies

Rescinded Allergy Injections Policy No. 363

Received Weapons on Tennessee Tech Property Policy No. 422

Approved Policy on Policies No. 101

Approved Scholarship Policy No. 254

Approved Eagle Card Policy No. 311

Approved Class Excuse Policy No. 362

Approved University Police Complaint Procedure Policy No. 411

Approved the following Human Resources policies:

Parental Leave Policy No. 612

Bereavement Leave Policy No. 613

Voting Leave Policy No. 614

Jury Duty Policy No. 615

Disaster Relief Service Leave Policy No. 621

Alternate Work Arrangements Policy No. 626

Benefits in the Event of an Employee Death Policy No. 633

Retirement Policy No. 663

Consensual Relationships Policy No. 686

Proceedings:

A motion to approve the agenda of August 24, 2016, as distributed, was made by Mr. Wilson and was seconded by Dr. Ballal. Motion APPROVED.

Mr. Wilson moved approval of the minutes from April 6, 2016. Dr. Ballal seconded. Motion APPROVED.

Mr. Wilson moved approval of the Constitution of the Women's Club Soccer of TTU. The motion was seconded by Mr. Martin. The purpose of the Women's Club Soccer of TTU is to promote a healthy lifestyle through competitive soccer. Women's Club Soccer aims to teach students concepts of soccer in hopes of winning as many games as possible. Motion APPROVED.

A motion to approve the Amended Constitution of the Student Environmental Action Coalition of TTU was made by Mr. Wilson. The motion was seconded by Dr. Ballal. The purpose of the organization is to act as agents of environmental education and change by addressing the environmental impact of our educational institution and our society. The purpose of the amendment is in regards to the dissolution of the organization, upon which all funds of the organization would be distributed to the Evergreen Society of Tennessee Tech University. Motion APPROVED.

Dr. Jeff Roberts provided a briefing regarding the FOCUS Act transition of policies. All policies are being reviewed as they become available by a five member team comprised of the current and past senate presidents.

Mr. Wilson made a motion to approve the rescinding of Allergy Injections Policy No. 363. Mr. Macke seconded. The policy related to the administering of allergy shots for eligible Tennessee Tech students and employees; however, as this is an internal matter, the policy is not required. Motion APPROVED.

Mr. Wilson moved approval to receive the Weapons on Tennessee Tech Property Policy No. 422. Dr. Ballal seconded. The policy became effective on July 1, 2016, as enacted by the President upon action of the Legislature. The policy describes the prohibition of the possession of weapons on Tennessee Tech Property (such as carrying weapons to university events) and describes the limited exceptions to the prohibition. This policy applies to TTU employees. Motion APPROVED.

A motion was made by Mr. Wilson to approve the Policy on Policies No. 101 (pending new governance board establishment). The motion was seconded by Dr. Ballal. The policy creates uniform procedures for the orderly development, amendment, revocation, review and approval of policies related to Tennessee Tech's university-wide procedures. Motion APPROVED.

Dr. Roberts made a motion to approve revisions to Scholarship Policy No. 254 (pending new governance board establishment). The motion was seconded by Dr. Ballal. The policy provides consistency and fairness with regard to the strategic use of scholarships awarded to students. Revisions have been made accordingly regarding the FOCUS Act and Tennessee Board of Regents policies. The revisions also provide that the deadline to apply for scholarships shall be extended. Motion APPROVED.

Mr. Burnett motioned to approve revisions to Eagle Card Policy No. 311 (pending new governance board establishment). The motion was seconded by Mr. Wilson. The policy provides students and employees with a Tennessee Tech identification card. Revisions were made to remove TBR policies from Policy No. 311. An employee section has also been added under the revisions. Motion APPROVED.

A motion was made by Mr. Burnett to approve revisions to Class Excuse Policy No. 362 (pending new governance board establishment). The motion was seconded by Mr. Wilson. The policy describes the practice related to issuing medical excuses for missed classes. Revisions were made to remove TBR policies from Policy No. 362. Motion APPROVED.

Chief Nelson made a motion to approve revisions to University Police Complaint Procedure Policy No. 411 (pending new governance board establishment). The motion was seconded by Mr. Wilson. The policy describes the process by which a complainant may file an official complaint against a Tennessee Tech University police officer. Revisions were made to remove TBR policies from Policy No. 411. The structure for filing a complaint has also changed under the revisions. Motion APPROVED.

A motion for blanket approval of the following nine revised policies was made by Mr. Wilson and seconded by Dr. Ballal. All policies are pending the establishment of the new board of governance.

“Parental Leave Policy No. 612” establishes the conditions for parental leave.

“Bereavement Leave Policy No. 613” establishes the conditions for bereavement leave.

“Voting Leave Policy No. 614” establishes the conditions for voting leave.

“Jury Duty Policy No. 615” establishes the conditions for civil leave.

“Disaster Relief Service Leave Policy No. 621” establishes the restrictions and conditions for disaster relief service leave.

“Alternate Work Arrangements Policy No. 626” establishes and details Tennessee Tech’s policy and procedures regarding alternate work arrangements for employees.

“Benefits in the Event of an Employee Death Policy No. 633” establishes the criteria and process for benefits in the event of an employee death.

“Retirement Policy No. 663” sets the standards for consistent process and treatment of employees regarding retirement.

“Consensual Relationships Policy No. 686” establishes and details Tennessee Tech’s policy and procedures regarding consensual relationships.

The motion was APPROVED by unanimous vote.

Dr. Ballal moved to adjourn, and the motion was seconded by Mr. Martin. Meeting ADJOURNED at 3:58 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

Approved Student Organization Constitutions:

- Women's Club Soccer of TTU
- Student Environmental Action Coalition of TTU

Received Policy:

- Weapons on Tennessee Tech Property Policy No. 422

Revised Policies:

- Policy on Policies No. 101
- Scholarship Policy No. 254
- Eagle Card Policy No. 311
- Class Excuse Policy No. 362
- University Police Complaint Procedure Policy No. 411
- Parental Leave Policy No. 612
- Bereavement Leave Policy No. 613
- Voting Leave Policy No. 614
- Jury Duty Policy No. 615
- Disaster Relief Service Leave Policy No. 621
- Alternate Work Arrangements Policy No. 626
- Benefits in the Event of an Employee Death Policy No. 633
- Retirement Policy No. 663
- Consensual Relationships Policy No. 686

Rescinded Policy:

- Allergy Injections Policy No. 363