

Administrative Council
November 11, 2015
President's Conference Room

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

Summary:

Approved agenda of November 11, 2015, as distributed

Approved minutes of October 7, 2015, as distributed

Approved Constitution for Students Advocating Gender Equity (SAGE) of TTU

Approved The Anime Club of TTU Constitution

Approved proposed revisions to Military Affairs Advisory Committee Procedures

Approved revisions to Confidentiality of Student Records and FERPA Compliance Policy No. 265

Approved the following revisions to proposed Athletics policies:

- Recruiting Policy No. 913
- Athletics Tickets Policy No. 920
- Sports Camps and Clinics Policy No. 960
- Amorous Relationships (Athletics) Policy No. 970

Approved proposed Advancement Information Systems and Resources Policy No. 1003

Approved proposed Planning and Finance policies:

- Substance Abuse Prevention Policy No. 172
- Personal Recording Devices Policy No. 180
- Position Reclassification Policy No. 659
- Consensual Relationships Policy No. 686

Received revised Planning and Finance policies:

- Access to and Use of Campus Property and Facilities Policy No. 121
- Discrimination and Harassment - Complaint and Investigation Procedure Policy No. 141
- Acquisition, Allocation and Management of Telephone Services Equipment Policy No. 559
- Americans with Disabilities Act (ADA) Compliance Policy No. 605

Proceedings:

A motion to approve the agenda of November 11, 2015, as distributed, was made by Mr. Wilson and seconded by Mr. Macke. Motion APPROVED.

Mr. Wilson made a motion to approve the minutes from October 7, 2015. Professor Lee seconded. Motion APPROVED.

Mr. Wilson moved approval of the Students Advocating Gender Equity (SAGE) constitution. The motion was seconded by Mr. Macke. The purpose of SAGE is to provide a group that is committed to educating others about gender equality on TTU's campus. Motion APPROVED.

A motion to approve the constitution of the Anime Club of TTU was made by Mr. Wilson and seconded by Mr. Macke. The purpose of this student organization is to promote the gathering of individuals with a common interest in a way that can be both fun and provide a social environment to discuss anime, where all will feel welcomed. Motion APPROVED.

A motion to approve proposed revisions to the Military Affairs Advisory Committee procedures was made by Professor Lee and duly seconded by Mr. Wilson. LTC Peterson provided that revisions alter the committee's composition to advocate a more balanced membership of faculty and administrators. Motion APPROVED.

Mr. Wilson moved approval of the revised Confidentiality of Student Records and FERPA Compliance Policy No. 265, as presented by Dr. Hodum. The motion was seconded by Dr. Smith. This policy establishes and details Tennessee Tech's policy regarding the confidentiality of Student Education Records and compliance with the Family Education Rights and Privacy Act ("FERPA") and TBR Guideline S-020. Motion APPROVED.

Mr. Adams moved for blanket approval of the four revised policies listed below. Dr. Ballal seconded the motion.

Recruiting Policy No. 913: Delineates the policies and procedures for recruitment of prospective student-athletes within NCAA, OVC and institutional guidelines.

Athletics Ticketing Policy No. 920: Defines the policies and procedures associated with ticketing admission and security regarding competitions for the intercollegiate athletics program at TTU.

Sports Camps and Clinics Policy No. 960: Outlines the procedures associated with athletics camps and clinics at TTU.

Amorous Relationships (Athletics) Policy No. 970: Provides a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes and to maintain ethical adherence among coaches and other staff members so they do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

The motion was APPROVED by unanimous vote.

Mr. Wilson moved approval of the Advancement Information Systems and Resources Policy No. 1003 and Mr. Macke seconded. The purpose of this policy is to enable end users to perform their duties, to safeguard donor information, and to safeguard and protect data. Motion PASSED.

Professor Lee moved for blanket approval of the four policies listed below. Mr. Wilson seconded the motion.

Substance Abuse Prevention Policy No. 172: Ensures preventing substance abuse by prohibiting the unlawful manufacture, distribution, possession, use or abuse of any controlled substance, illegal drug or alcohol on TTU property or at Tennessee Tech sponsored events.

Personal Recording Devices Policy No. 180: Details the guidelines for the use of personal recording devices that encourage open interaction and ensure a reasonable expectation of privacy.

Position Reclassification Policy No. 659: Establishes and details TTU's policy and procedures regarding Position Reclassification for employees.

Consensual Relationships Policy No. 686: Formalizes the details of Tennessee Tech's policy and procedures regarding consensual relationships among employees.

The motion was APPROVED by unanimous vote.

Professor Doubet made a motion to approve the Access to and Use of Campus Property and Facilities Policy No. 121. Mr. Wilson seconded. The purpose of this revision is to regulate and facilitate the access of campus property and facilities. Motion APPROVED.

A motion to approve the revisions made to the Discrimination and Harassment - Complaint and Investigation Procedure Policy No. 141 was made by Mr. Wilson and seconded by Professor Lee. This policies' purpose is to describe Tennessee Tech's policy on nondiscrimination and procedures for the resolution of complaints of discrimination or harassment. The revisions allow for an informal resolution process for minor issues by eliminating the hearing process and allowing for appeals on decisions made in these instances. Motion APPROVED.

Mr. Wilson made a motion to approve of the revisions made to Acquisition, Allocation and Management of Telephone Services and Equipment Policy No. 559. Professor Lee seconded. This policy has the purpose of establishing standards and providing guidelines for the acquisition, application and oversight of telephone services and equipment for all areas of TTU. Motion APPROVED.

A motion to approve the revisions to the Americans with Disabilities Act (ADA) Compliance Policy No. 605 was made by Mr. Wilson and seconded by Professor Lee. This policy has the purpose of establishing and detailing Tennessee Tech's policy and compliance with the ADA. The revision made to this policy allowed for a change in timeline for submission of paperwork. Motion APPROVED.

Dr. Ballal moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

- Students Advocating Gender Equity (SAGE) of TTU Constitution
- The Anime Club of TTU Constitution
- Military Affairs Advisory Committee Procedures
- Confidentiality of Student Records and FERPA Compliance Policy No. 265
- Recruiting Policy No. 913
- Athletics Tickets Policy No. 920
- Sports Camps and Clinics Policy No. 960
- Amorous Relationships (Athletics) Policy No. 970
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