

**Administrative Council**  
**September 7, 2016**  
**President's Conference Room**

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

**Summary:**

Approved revised agenda of September 7, 2016

Approved minutes of August 24, 2016

Approved Minors on Campus Policy No. 120

Approved Response to Subpoenas, Court Orders, Warrants, etc. Policy No. 111

Approved Uniform Administrative Procedures Act (UAPA) Contested Case Hearings Policy No. 112

Approved Internal Auditing Policy No. 130

Approved Preventing and Reporting Fraud, Waste, or Abuse Policy No. 131

Approved Student Complaint Policy No. 301

Approved Special Temporary Parking Policy for Students and Employees Policy No. 361

Approved Timely Warnings Policy No. 421

Approved the following Human Resource policies:

Promotions, Demotions, and Transfers Policy No. 643  
Position Reclassification Policy No. 659  
Nepotism Policy No. 685

Approved Administrative Council membership revision request with addition of one elected regular faculty representative from the College of Interdisciplinary Studies

**Proceedings:**

Chairman Baier announced that Personal Recording Devices Policy No. 180 was removed from the agenda on September 7. Dr. Ballal moved approval of the revised agenda for September 7, 2016. Dr. Smith seconded. Motion APPROVED.

Dr. Hinton moved approval of the minutes from August 24, 2016. Dr. Ballal seconded. Motion APPROVED.

A motion for blanket approval of the following three policies was made by Dr. Roberts and seconded by Dr. Hinton.

“Minors on Campus Policy No. 120” describes procedures for the supervision, oversight, and protection of minors who are involved in programs held at Tennessee Tech facilities, which includes space owned by or under the control of Tennessee Tech, including a program’s rental or use of an off-campus space. Per University Counsel Kae Carpenter, the policy was revised to reduce burdens on administration where possible, while retaining the policies objective of the safety and protection of minors. Friendly amendments were accepted. The revised policy will go into effect immediately, pending President Oldham’s approval.

“Response to Subpoenas, Court Orders, Warrants, etc. Policy No. 111” clarifies the procedures for responding to certain records requests. The policy is pending the establishment of the new board of governance.

“Uniform Administrative Procedures Act (UAPA) Contested Case Hearings Policy No. 112” describes the circumstances under which Tennessee Tech will apply the contested case hearing provisions of the Tennessee Uniform Administrative Procedures Act (UAPA), Tennessee Code Annotated Section 4-5-101 *et seq.* and the procedures for UAPA contested case hearings. Policy is pending the establishment of the new board of governance.

The motion was APPROVED by unanimous vote.

Mr. Wilson made a motion to approve Internal Auditing Policy No. 130 (pending the establishment of the new board of governance). Dr. Ballal seconded. The policy addresses staffing, responsibilities of the internal audit function, audit planning and reporting on Tennessee Tech Internal Audit activities. Motion APPROVED.

A motion was made by Mr. Wilson to approve revisions to Preventing and Reporting Fraud, Waste, or Abuse Policy No. 131 (pending the establishment of the new board of governance). The motion was seconded by Dr. Ballal. The policy defines fraud, waste, and abuse and describes the procedures related to reporting and investigating fraud, waste, and abuse. Revisions were made to remove TBR reference from Policy No. 131 and to streamline the policy in general. Motion APPROVED.

President Oldham addressed the impending implementation of the FOCUS Act. The Governor is expected to announce university governance board appointments by late September/early October with Legislative endorsements anticipated for February/March. TTU is setting agendas for the new board by taking actions to streamline policies with replacements, updated and ready for board action. The FOCUS Act HB2578 allows for a transition period of July 1, 2016, and ending November 30, 2017, which directs that the Board of Regents maintains functional performance on behalf of the state university boards for data systems, capital project planning and management, and procurement. Policies pertaining to these areas will be deferred to a new fiscal year for full transition December 1, 2017. President Oldham allowed that the first order of business will be the establishment of board bylaws.

Mr. Wilson moved approval of revisions to the Student Complaint Policy No. 301 (pending the establishment of the new board of governance). Dr. Ballal seconded. The policy assures that the concerns and complaints of undergraduate and graduate students are addressed fairly and resolved promptly. Revisions were made to streamline the policy. Motion APPROVED.

Mr. Wilson made a motion to approve revisions to the Special Temporary Parking Policy for Students and Employees Policy No. 361 (pending the establishment of the new board of governance). The motion was seconded by Dr. Ballal. The policy provides that in certain circumstances, Health Services will authorize for special temporary parking for students and employees due to health related issues. Revisions were made to improve the policy overall, and to add employees to the policy. Motion APPROVED.

A motion was made by Mr. Wilson to approve revisions to Approved Timely Warnings Policy No. 421 (pending the establishment of the new board of governance). Dr. Ballal seconded the motion. The policy explains Tennessee Tech's procedures for issuing timely warnings in response to a Clery Act crime or incident that poses a serious or continuing threat to the students, employees or property of the Tennessee Tech campus community. Revisions were made to remove reference to TBR policies from Policy No. 421, and to also make minor grammatical corrections. Motion APPROVED.

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

“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. The policy does not apply to faculty, and revisions were made to remove TBR policies from Policy No. 643.

“Position Reclassification Policy No. 659” establishes and details Tennessee Tech's policy and procedures regarding Position Reclassification for employees. The policy does not apply to faculty members.

“Nepotism Policy No. 685” establishes the criteria and process for employment of relatives at Tennessee Tech. Revisions were made to remove TBR policies from Policy No. 685 and to improve upon the language.

The motion was APPROVED by unanimous vote.

Dr. Camuti presented the request of the College of Interdisciplinary Studies for proposed revision to the Administrative Council procedures. Currently, the college does not have any faculty members serving on the Administrative Council, and Dr. Camuti requested that the procedures be revised to adequately represent the college by allowing the election of two faculty members to serve on the council. Dr. Smith provided that an ad hoc committee addressed the issue in the past, and the procedures are scheduled to be re-evaluated in March 2017. Dr. Hinton made a motion to revise the council procedures to add one elected regular faculty representative from the college to serve on the council. Dr. Dollar seconded. A roll call vote was taken with a total of 30 voting members present (Chairman excluded) all voting aye. Motion APPROVED.

Dr. Ballal moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4:30 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

Minors on Campus Policy No. 120  
Response to Subpoenas, Court Orders, Warrants, etc. Policy No. 111  
Uniform Administrative Procedures Act (UAPA) Contested Case Hearings Policy No. 112  
Internal Auditing Policy No. 130  
Preventing and Reporting Fraud, Waste, or Abuse Policy No. 131  
Student Complaint Policy No. 301  
Special Temporary Parking Policy for Students and Employees Policy No. 361  
Timely Warnings Policy No. 421  
Promotions, Demotions, and Transfers Policy No. 643  
Position Reclassification Policy No. 659  
Nepotism Policy No. 685  
College of Interdisciplinary Studies-Administrative Council Procedures Revision Request  
Revised Administrative Council Procedures

## Administrative Council Procedures

### I. Name

The Administrative Council of Tennessee Technological University.

### II. Purpose

The Administrative Council assists the President of Tennessee Technological University as follows:

- A. By proposing actions to be taken, or legislating when authorized, on matters which relate to the administration of the University. Such matters would include, inter alia, the following: counsel on operational and faculty policies, proposed changes in institutional procedures, and other matters pertaining to the administration of the University. It also provides counsel on disciplinary matters and residency requirements through special committees chaired by designated officials.
- B. By receiving reports from and/or reviewing actions of and/or directing actions to be taken by the following University Standing Committees: Athletics; Buildings and Grounds; Campus Recreation Advisory Committee; Campus Space Utilization and Allocation; Chapter 606 Student Monies Allocations; Commission on the Status of Blacks; Commission on the Status of Women; Faculty and Staff Traffic Appeals; Institutional Animal Care and Use Committee; Institutional Review Board for the Protection of Human Subjects; Intellectual Property Advisory Committee; Military Affairs Advisory; Public Media; Sports Hall of Fame; Stormwater Management Committee; Student Affairs; Student Financial Aid; TTU Americans with Disabilities Act (ADA) Advisory Committee; University Art; University Judicial Council; University Safety & Environmental; and such other committees as might be designated. The Administrative Council may, in reviewing particular actions of the various committees reporting to it, direct further study by these committees pertaining to these actions.
- C. By meeting in joint session with the Academic Council as the University Assembly for Tennessee Technological University to consider such matters as may be designated by the President for review by the Assembly.

### III. Members

Members of the Administrative Council shall be appointed by the President of the University in accordance with existing procedures for elections and recommendations of faculty and student members.

#### A. Composition

The council will be composed of voting members and resource staff appointed at the discretion of the president. The ~~forty-one~~ **two** voting members of the council will be distributed as follows:

1. Faculty: ~~Twenty-two~~ **three** faculty members, two elected from the College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, School of Nursing, and the Library; **one faculty member elected from the College of Interdisciplinary Studies**; and eight elected at large by the University faculty;

2. Administrative: Eleven administrative members shall be appointed by the president;
  3. Student: Four members, one of whom shall be the President and one of whom shall be the Secretary of the Student Government Association (SGA) and two of whom shall be appointed by the President of the University from a list of names submitted by the President of the SGA.
  4. Staff: Four clerical/support members shall be appointed by the President of Tennessee Tech from a list of names submitted by the Staff Advisory Committee.
  5. Resource Staff: The President, or designee, may appoint non-voting resource staff as necessary.
- B. Election of Faculty Members from College, School, and the Library
1. Two regular faculty representatives shall be elected by the College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, School of Nursing, and the Library. **One regular faculty representative shall be elected from the College of Interdisciplinary Studies.**
  2. The elections of faculty representatives shall be by secret ballot unless candidates are unopposed.
  3. College, School, and Library elections shall take place during the spring semester, with new representatives assuming office at the beginning of the following fall semester.
- C. Election of Members-at-Large
- Eight members-at-large shall be elected by the entire University faculty in consonance with the following procedures:
1. To be eligible for inclusion on the printed slate of nominees for election to the Administrative Council as a member-at-large, there must be presented to the Office of the President in the name of the faculty a petition of nomination signed by no less than twelve full-time members of the faculty of Tennessee Technological University, at least one-half of whom shall be from some area other than that of the nominee. The nominee, who must also be a full-time member of the faculty, must sign a petition of nomination indicating acceptance of the nomination.
  2. The petition of nominations shall be submitted at least forty-eight hours before the meeting of the University Faculty at which the election is to take place.
  3. At the meeting of the University Faculty when the election is to take place, each full-time member of the faculty shall be provided a ballot for

election of members-at-large to the Administrative Council. Each ballot shall contain the names of the incumbents, the newly-elected college representatives, and the slate of nominees for members-at-large presented through the process of petitions of nomination, and space for nominations from the floor.

4. The faculty shall vote for the number of nominees corresponding to the number of posts to be filled, e.g., if two seats are to be filled, the voter will mark two names on the ballot. The two nominees receiving the highest number of votes shall then be declared the new members-at-large.
5. The election of members-at-large shall take place near the end of the spring semester and newly-elected members shall assume office at the beginning of the following fall semester.
6. The election of members-at-large may take place by means of a mail ballot when, in the opinion of the Presiding Officer of the University Faculty, such a procedure would be of greater convenience for the faculty as a whole. In such case, the same procedure for nominations as provided above for a regular University Faculty meeting shall prevail and also the same procedure for provision of clearly marked ballots, with the exception that petitions of nomination shall be submitted to the Office of the President at least one week before the date designated as the last by which ballots must be returned to that office.

#### D. Terms of Office

1. Faculty representatives shall serve three-year terms, effective at the beginning of the fall semester following election.
2. Administrative representatives shall serve at the pleasure of the President of the University.
3. Student representatives shall serve one-year terms, effective at the beginning of the fall semester.
4. Staff representatives shall serve three-year terms, effective at the beginning of the fall semester.
5. Resource staff shall serve one-year terms, effective at the beginning of the fall semester.

#### E. Vacancies

In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy:

1. Faculty Representatives—The President of the Faculty Senate shall appoint a successor from the same constituency (College, School, Library, or at-large), who shall serve until the election and qualification of a replacement. At the normal time of faculty elections in the spring semester, a representative shall be elected to complete the term in which the vacancy occurred.
2. Administrative Representatives—In the event that an administrative representative is unavoidably absent from a meeting, he/she may

appoint another individual from the same constituency to serve his/her place, with all the rights and privileges of membership. In the event of the long-term inability of an administrative representative to fulfill his/her obligations as a member of the Council, the President of the University shall immediately appoint a replacement.

3. Student Representatives—The President of the SGA shall nominate a replacement to fill out the unexpired portion of the term, who shall then be appointed by the President of the University.
4. Staff Representatives—The Staff Advisory Committee shall submit a list of names from the same constituency (clerical or support), from which the President of the University shall appoint a successor to serve out the unexpired portion of the term.
5. Resource Staff—The President shall appoint a successor to serve out the unexpired portion of the term.

#### F. Responsibilities of Members

Members are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Inform the chairperson or the secretary if the member cannot be present at a meeting.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the Administrative Council by furthering the total program rather than by assuming a parochial position.
5. Serve on committees whenever appointed.
6. Contribute and participate in the work of the Council.
7. If a member is unavoidably absent from a meeting, he/she may designate a representative to attend in his/her place, provided the substitute (or representative) is someone from the same basic constituency of the academic or administrative area as the regular member and that the chairperson or the secretary is notified prior to the meeting as to whom this substitute will be and under what circumstances he/she will be attending the meeting. This substitute shall serve in the place of the regular member with all the rights and privileges of the member for whom he/she is substituting. (Exceptions: President of the Student Government Association for whom the SGA Vice President serves as an alternate; a student representative, for whom the appointed alternate shall serve; or a college/school representative, for whom the elected alternate shall serve.)

#### IV. Officers

##### Chairperson

The chairperson shall be elected annually from the Council membership.

The chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting for distribution to each

member at least three working days prior to regular meetings and one day prior to special meetings.

3. Cause minutes to be prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint special committees as required.
6. Disseminate information regarding action taken by the Council and forward to the Office of the Associate Vice President for Academic Affairs copies of the approved minutes of the Council and copies of the annual reports of the various standing committees.
7. When the chairperson deems such action desirable, invite guests to participate in the discussion of matters before the Council.
8. Vote only when his/her vote would affect the outcome, i. e., in cases where, without his/her vote, there is a tie or one more in the affirmative than in the negative.
9. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Council.

#### V. Meetings

- A. Three regular meetings shall be held during each fall and spring semester. The date and time for such meetings shall be included in the administrative calendar. The first meeting of each semester must be held during the first three weeks of the semester.
- B. Any member may submit items to the chairperson for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. The chairperson may call a special meeting when he/she deems such action desirable.
- D. A majority of all members of the Council shall constitute a quorum.

#### VI. Committees

Special committees shall be appointed by the chairperson as he/she shall, from time to time, deem necessary to carry on specified items of the work of the Council.

#### VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these procedures.

#### VIII. Amendment of Procedures

These procedures can be amended at any regular meeting of the Council by a two-thirds vote of those present and voting, provided that the proposed amendment has been submitted in writing by the chairperson to each member of the Council at least three days prior to the meeting.

#### IX. Effective Date of Implementation

These modified procedures shall become effective at the beginning of the 2015-2016 academic year.

[Amended March 31, 1999; October 10, 2001; October 14, 2009; April 7, 2010;  
April 10, 2013; February 26, 2014; April 9, 2014; February 25, 2015; September  
7, 2016]