

Administrative Council
September 9, 2015
President's Conference Room

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

Summary:

Approved agenda of September 9, 2015, as distributed

Approved minutes of April 8, 2015

Approved proposed revisions to the University Art Committee Bylaws

Approved proposed Concussions Policy No. 952

Approved the following proposed policies:

Emergency Notifications Policy No. 420

Timely Warnings Policy No. 421

Approved proposed Alternate Work Arrangements Policy No. 626

Received and approved the following revised policies:

Faculty Sick Leave Bank Policy No. 608

Non-Faculty Sick Leave Bank Policy No. 609

Transfer of Sick Leave Between Employees Policy No. 622

Approved the revised Access to Public Records Policy No. 110

Proceedings:

A motion to approve the agenda of September 9, 2015, as distributed, was made by Mr. Wilson and seconded by Dr. Plant. Motion APPROVED.

Mr. Wilson moved approval of the minutes from April 8, 2015. Dr. Ballal seconded. Motion APPROVED.

Professor Doubet moved approval of the revisions to the University Art Committee Bylaws and Dr. Ballal seconded. Professor Doubet provided that the bylaws had not been officially updated since 1984. The revised bylaws will better ensure the continuation of high quality art programming on campus, primarily in the Joan Derryberry Art Gallery. Motion APPROVED.

A motion to approve the Concussions Policy No. 952 was made by Mr. Wilson and seconded by Dr. Roberts. The proposed Concussions Policy was a result of the request by the NCAA to bring heightened awareness of concussions and to provide Tennessee Tech University sports medicine staff and coaching staff with standard procedures to provide immediate medical care when an athlete has potential head injuries. Effective date September 5, 2015. Motion APPROVED.

Mr. Macke moved approval of the two policies provided by the University Police Director Tony Nelson. The motion was seconded by Mr. Wilson. The first was the Emergency Notifications Policy No. 420 which establishes procedures to notify the Tennessee Tech campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. The second policy, Timely Warnings Policy No. 421, outlines 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. Motion APPROVED.

A motion to approve the Alternate Work Arrangements Policy No. 626 was made by Mr. Wilson and seconded by Dr. Ballal. This policy establishes and details Tennessee Tech's policy and procedures regarding Alternate Work Arrangements for employees and aligns TTU policy with TBR policy. Motion APPROVED.

Mr. Wilson moved to receive and approve the following: Faculty Sick Leave Bank Policy No. 608; Non-Faculty Sick Leave Bank Policy No. 609; and Transfer of Sick Leave Between Employees Policy

No. 622. The motion was seconded by Dr. Ballal. The sick leave bank policies provide the criteria and process for all aspects of these banks. Policy no. 622 establishes the criteria and process for transferring sick leave to members of the sick leave bank who have a continuing disability due to illness or injury. All three policies provide that the associate vice president for Human Resources, or designee, has the final authority to interpret the terms of these policies. Motion APPROVED

Motion to approve the revised Access to Public Records Policy No. 110 was made by Mr. Wilson and seconded by Dr. Ballal. This policy establishes uniform procedures for handling records requests pursuant to the Tennessee Public Records Act, TCA § 10-7-503(a)(2). The associate vice president for Communications and Marketing has the final authority to interpret the terms of this policy. 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:

- University Art Committee Bylaws
- Concussions Policy No. 952
- Emergency Notifications Policy No. 420
- Timely Warnings Policy No. 421
- Alternate Work Arrangements Policy No. 626
- Faculty Sick Leave Bank Policy No. 608
- Non-Faculty Sick Leave Bank Policy No. 609
- Transfer of Sick Leave Between Employees Policy No. 622
- Access to Public Records Policy No. 110