

**Administrative Council
February 4, 2026 - 3:30 p.m.
TEAMS Meeting**

Minutes

Voting Members Present		
Amy Brown	Chris Brown	Eric Carlile
William Carroll	Autumn Cecil	Rufaro Chitiyo
Scott Christen	Kristine Craven	Jennifer Dewar
Andrew Donadio (Chair)	Amy Foster	Casey Fox
Jerry Gannod	Kim Hanna	Amy Hill
Colin Hill	Mei Hu	Jim Jenkins
Richard Le Borne	John Liu	Twanelle Majors
David Mann	Michael Natrass	Fred Nichols
Joseph Ojo	Mike Reagle	Bedelia Russell
Steven Seiler	Claire Stinson	Leslie Suters
Dennis Tennant	Elijah Tidwell	Thomas Timmerman
Dan Warren	Stephanie Wendt	Kexin Xu
Debe Yu		
Voting Members Absent		
Cheyenne Bare	Mark Creter	Rachel Hall
Rob Owens	Amaya Rosacia	Joseph Slater
Kristen Trent		
Resource Persons / Others Present		
Katie Aikens	Julie Baker	Kevin Braswell
Aleta Cannon	Jim Cobb	Karen Lykins
Bobbie Maynard	Philip Oldham	Bailey Phonsnasinh
Becky Smith	Steve Springthorpe	Megan Trotter
Kevin Vedder	Jerri Winningham	Lee Wray

Summary:

Approved agenda.

Approved October 29, 2025 minutes.

Approval of Revised Policy 1103 – University Social Media (Trotter).

Approval of Revised Policy 1110 – University Publications (Trotter).

Revised Policy 506 – General and Group Travel Policies (Stinson) Information Only, Out of cycle.

Revised Policy 570 – Methods and Processes of Procurement, Contracts and Agreements (Stinson) First Reading.

Revised Policy 110 – Access to Public Records (Trotter). First Reading.

Revised Policy 1104- Accessing University Email Distribution Lists (Trotter). First Reading.

Revised Policy 1111 – Trademarks and Licensing (Trotter). First Reading.

Proceedings:

Chair Andrew Donadio called the Administrative Council meeting to order at 3:30 pm. Donadio noted that Policy No. 580 Capital Projects Management had been pulled from the meeting's agenda. Amy Hill motioned to approve the agenda for February 4, 2026. Stephanie Wendt seconded. Motion APPROVED.

Amy Hill motioned to approve the minutes from the October 29, 2025 meeting. Wendt seconded. Motion APPROVED.

Megan Trotter discussed revisions to Policy No. 1103 University Social Media. The revisions made simplified the definition of social media in Section 4A. The phrase 'his or her designee' was added further down to give leadership flexibility to assign social media tasks to others. Michael Natrass motioned to approve revised Policy No. 1103 University Social Media. Wendt seconded. Motion APPROVED.

Trotter also discussed revised Policy No. 1110 University Publications. A change was made in Section 5 to add a sentence making publication numbers valid for four years from the time of review so old content was not published. Amy Hill motioned to approve revised Policy No. 1110 University Publications. Leslie Suters seconded. Motion APPROVED.

Claire Stinson discussed revised Policy No. 506 General and Group Travel Policies, approved at the December 4, 2025, Board of Trustees meeting. Links for CONUS rates were added to the policy and references to Chrome River and Banner were removed due to campus recently adopting the Oracle system. Mileage rates were revised to include automatic increases when the IRS mileage rates increased.

Stinson also discussed revised Policy No. 570 Methods and Processes of Procurement, Contracts and Agreements. Policies No. 570 and 571 Methods and Processes of Procurement were combined. Policy No. 570 initially covered contracts and agreements and Policy No. 571

originally covered competitive procurement. The two were combined and minor changes were made to dollar amounts to align with state regulations.

Trotter discussed revised Policy No. 110 Access to Public Records. In Section 2 the title mentioned was changed from Chief Communications Officer to VP for Enrollment and Communication to match the current title. In Section 6, the campus box number that receives public records was updated. Section 7, on responding to public records requests, was reorganized for easier comprehension. No content edits were made.

Trotter also discussed revised Policy No. 1104 Accessing University Email Distribution Lists. In Section 9 on other mechanisms for communicating with the Tennessee Tech community, the guidelines were linked for easier comprehension. Further down there was a reference to Tech Express added that had been missing.

Trotter then discussed revised Policy No. 1111 Trademarks and Licensing. Some capitalization edits were made, and content edits were made in Part 2 to correct the President's Cabinet and 'Executive Advisory Council' to Administrative Council and University Assembly listed in the review section. In Section 5, prohibited items were listed as anything potentially hazardous or inappropriate and was at the discretion of the Associate Vice President. In Section 11 on policy for internal use there was an allowance added for registered student organizations to use the university name and website on their social media pages. In Section 14 on reporting trademark use, there was a section added to help protect the trademark.

Jerry Gannod asked about the difference in the VP for Communication and Enrollment and Associate VP for Communications and whether they were two separate roles. Trotter answered yes, they were two different roles.

There were no Other Such Matters.

Wendt motioned to adjourn. Scott Christen seconded. Adjourned at 3:48 pm.

Becky Smith, recorder

Materials provided via Administrative Council Teams channel and on file with the Office of the President