

**University Assembly
November 19, 2014
President's Conference Room**

Members Present: Adams, Ballal, Boles, Brooks, Boucher, Burnett, Butler, Chitiyo, Collins, Gabelman, Ghorashi, Graves, Hanna, Holderman, Huo, S. Isbell, James, Kharif, Larimore, Lee, Lloyd, Macke, E. McDonald, Mullens, Navarro (sub. Seiler), Nelson, Null, O'Connor, Oldham (presiding), Raymondo, Rencis, Roberts, Setliff, Smith, Soni, Stephens, Stewart, Walker, Wilson and Young

Members Absent: Anitsal, Badoe, Baier, Bates, Carnal, Darvennes, Dedmon, Dollar, Duvall, Geist, Greene, Hooper, Howard, J. Isbell, Jared, Loutzenheiser, Manginelli, Matson, C. McDonald, Ojo, Phillips, Pineda, Piras, Plant, Propes, Rezsnyak, Russell, Semmes, Shank, Shipley, Stinson, Stretz, Talbert, Townsend, Tribble, Wiant, Williamson, Winningham

Others Present: CIO Reid Christenberry, Chief IT Security Officer Deb Zsigalov

Summary of Proceedings

Approved agenda

Approved minutes of April 23, 2014

Approved IT "Access Control" policy as proposed

Approved proposed "Information Technology Acceptable Use Policy"

Received report of Academic Council for Fall 2014

Received report of Administrative Council for Fall 2014

Proceedings

President Oldham called the meeting to order at 3:35 p.m. and directed the Assembly to the meeting agenda. Mr. Wilson moved approval of the agenda as distributed. Dr. Ballal seconded. Motion APPROVED.

A motion to approve the minutes of April 23, 2014, as distributed, was made by Mr. Wilson and seconded by Dr. Ballal. Motion APPROVED.

A motion to approve the proposed IT "Access Control" Policy was made by Dr. Ballal. Mr. Wilson seconded. The purpose of the policy is to control access to Tennessee Tech data based

on the user's role. Mr. Christenberry explained that the policy adopts guidelines set forth by TBR, and policies are no more restrictive than the TBR guidelines. Motion APPROVED.

Dr. Ballal moved approval of the proposed "Information Technology Acceptable Use Policy." Mr. Wilson seconded. This policy provides guidance on the use of Tennessee Tech information technology facilities and resources. Motion APPROVED.

Academic Council: The Assembly unanimously received the report from the Academic Council for Fall 2014 as reported by Dr. Steve Isbell. Academic Council met two times during the Fall 2014 semester: October 15 and November 12. At each meeting, the agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

October 15, 2014

- Approved termination of the CSIT Concentration in Computer Science
- Approved an amendment to the Honors Program Charter
- Discussed a name change for the Honors Program: it was recommended that the task force continue their work and provide details to move forward with an Honors College.
- Discussed the formation of a Rural Policy Institute: a task force was formed with representatives from each of the colleges to further review this item.
- Approved a change to the admissions requirements for MS in Engineering
- Deferred the academic freedom and responsibility policy to a subcommittee
- Approved the awarding posthumous degrees policy
- Approved the emeriti faculty policy

November 12, 2014

- Approved the academic calendar policy
- Approved the honorary degrees policy
- Approved the policy on academic freedom and responsibility
- Approved the policy on academic faculty roles and responsibilities
- Approved the policy on appointment and evaluation of academic deans
- Approved the policy on the appointment and evaluation of chairpersons
- Deferred the policy on faculty evaluation of University administrators to a subcommittee
- Approved faculty voluntary separation policy
- Approved the distance education policy

Administrative Council: The Assembly unanimously received the following report from the Administrative Council for Fall 2014, as presented by Dr. Kim Hanna. Council met three times during the Fall 2014 semester: September 10, October 15, and November 12. At each meeting, the agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

September 10, 2014

- Received revised policies/guidelines to allow TTU to conform with current TBR policies/guidelines as follows:
 - Benefit in the Event of an Employee Death
 - Classification of Benefits for Fees & Tuition
 - Longevity Pay
 - Disaster Relief Service Leave
 - Educational Leave
 - Family, Medical and Servicemember Leave
 - Leave of Absence
 - Military Leave
 - Sick Leave
 - Transfer of Sick Leave Between Employees
 - Leave Transfer Between The State University & Community College System & State Agencies
 - Certified Administrative Professional Examination
 - Nepotism
 - Post Retirement Services Program for Tenured Faculty

October 15, 2014

- Received revised policies as presented by University Counsel:
 - Access to Public Records (updated policy allows both current and former employees to access public records pertaining to themselves free of charge)
 - Minors on Campus (updated policy provides provision to exclude any event where parents' attendance is requested)
- Approved student organization constitutions:
 - Chemical Engineering Graduate Research Association
 - Tennessee Tech Cycling Club
 - Tennessee Tech University Functional Programming Club
 - Tennessee Technological University Poultry Science Club
 - Tennessee Tech Smash Bros. Club
- Received revised policies as presented by Planning and Finance:
 - Acquisition, Distribution and Management of Cellular Services
 - Charitable Organization Deduction
 - Collection of Accounts Receivable
 - Contracts and Agreements
 - Key Control
 - Methods and Process of Competitive Procurement
 - Miscellaneous Purchasing Policies
 - Non-Standard Purchases
 - Prohibited Transactions
 - Purchases from Contracts of Other Entities
 - Receipting

- Adopted the following policies as presented by Planning and Finance:
 - Delegation of Authority/Signature Authorization policy (establishes process for delegation of signature authority for TTU employees)
 - Emailed or Faxed Transactions Policy (establishes authority of Tennessee Tech to accept emailed and faxed documents bearing original signatures of contractors for processing of contracts/agreements)

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- Received revised policies as submitted and presented by Residential Life:
 - Emotional Support/Comfort Animals policy (revisions necessary for TTU's housing facilities to comply with recently updated Federal Housing Authority Act)
 - Student Housing Agreement and Rules (policy updated to be consistent with current practices: elimination of sophomore housing requirement; addition of housing application ending date; elimination of requirement for visitor sign-in with visitation policy to remain enforce; addition of prohibiting gambling)
- Approved SGA Bill F14-010 "An Act to Ratify the Student Government Association Constitution" and newly proposed Student Government Association Constitution (with general edits noted). Approval by two-thirds of the voting student body is required for final ratification.
- Approved Student organization constitution as follows:
 - TTU Phi Epsilon Kappa Zeta Psi Chapter
 - Tennessee Tech Disney Club
 - Tennessee Tech Tau Tau Alpha Sigma Lambda Honor Society
 - TTU Table Tennis Club
 - Iranian Student Organization at TTU
 - The Horseman's Club of Tennessee Tech
- Approved the proposed Sexual Misconduct policy presented by Title IX coordinator. Policy provides a single, easily accessible and user-friendly document for students, employees and others affected by sexual misconduct to find information regarding institution's rules and procedures related to the offenses defined within policy.
- Approved the revised Residency Classification policy as presented by Admissions Director. Policy provides uniform rules to apply in determining whether students are classified "in-state" or "out-of-state" for fees/tuition purposes and for admission purposes. References TBR policy as well.
- Approved revised Athletics policies as presented by Athletics Director (no substantive changes in the policies):
 - Organization and Responsibilities of the Department of Athletics
 - Compliance
 - Financial-Aid

- Student-Athlete Appeals related to Financial Aid or Permission to Contact another Institution
 - Athletics Finances and Budget Controls
 - Tennessee Tech Approved Athletic Recognitions
 - Scheduling and Contracts
 - Facilities and Equipment
 - Travel
- Approved Illicit Discharge Detection and Elimination policy as presented by Safety and Environmental Services coordinator. Policy required for compliance with Tennessee Tech's Phase II MS4 Stormwater permit as set forth by the Tennessee Department of Environment and Conservation and the United State Environmental Protection Agency. Policy shall apply to all water entering the storm drain system generated on any developed and undeveloped TTU owned lands unless explicitly exempted by the TTU Phase II Stormwater MS4 permit.
 - Approved revised policies as submitted by Planning and Finance as follows:
 - Adoption of TBR policy*
 - HR Emergency Procedures
 - Optional Retirement
 - Return to Work
 - Unemployment Compensation
 - Volunteer Firefighter Service Leave
 - Adoption of TBR policy and also inclusion of TTU policy into format*
 - Payment of Student Fees and Enrollment
 - Student Workers
 - Temporary Employment

Dr. Ballal moved to adjourn. The motion was duly seconded. Meeting ADJOURNED at 4:20 p.m.

Terri Taylor, Recorder

Documents on file w/minutes:

Access Control Policy

IT Acceptable Use Policy