

**Administrative Council**  
**January 23, 2019, 3:35 p.m.**  
**President's Conference Room**  
**Minutes**

<b>Voting Members Present</b>		
Geri Alcorn	Sandi Smith-Andrews	Emily Bass
Debra Bryant	Harvill Eaton	Steven Frye
Stuart Gaetjens	Mary Lou Fornehed (Proxy for Melissa Geist)	Mark Gorundland
Kim Hanna	Mason Hilliard	Seth King
Regina Lee	Holly Mills	Tony Nelson
Lachelle Norris	Joseph Ojo	Richard Rand
Mohan Rao	Jeff Roberts	Cara Sisk
Claire Stinson	Birgit Hoffman	Mandy Thatcher (Proxy for Mark Wilson)
Jeanette Wolak	Craig Zamer	Bedelia Russell
<b>Voting Members Absent</b>		
Deborah Ballou	Marc Burnett	Andrew Callender
Katelyn Cammack	Madison Cole	Ahmed Elsayy
Billye Foster	Paula Hinton	Shelia Hurley
Sam Masters	Charlie Macke	Vahid Motevalli
Steve Norris	Sally Pardue	Sharon Stevenson
Nicole Williams		
<b>Resource Persons / Others Present</b>		
Kevin Braswell	Yvette Clark	Leslie Crickenberger
Lee Wray	Hunter Hinshaw	Mack Lunn
Jerry Keeton	Lindsey Ngo	Andrew Goddard
Michael Chambers	Doug Hensley	Bob Luna
Sara Greer	Ashley Rector	Tim McPherson
Liz Jaconetta	Lindsey Stephens	Jasmine Parker
Taylor Pinto	Deb Zsigalov	Sharon Holderman
Stephanie Warren		

**Summary:**

Approval of Agenda

Approval of Minutes (November 14, 2018)

Approval of Constitution for Alpha Chi Phi Pi of Tennessee Tech (Jaconetta)

Approval of Constitution for Alpha Phi Omega of Tennessee Tech (Taylor)

Approval of Constitution for Club Tennis of Tennessee Tech (Gernt)

Approval of Constitution for Creative Writing Club of Tennessee Tech (Gentry)

Approval of Constitution for Fellowship of Christian Athletes of Tennessee Tech (Gearing)

Approval of Constitution for OStem of Tennessee Tech (Pinto)

Approval of Constitution for Scuba Society of Tennessee Tech (Goddard)

Approval of Constitution for Swim Club of Tennessee Tech (Hinshaw)

Approval of revised Record Retention and Disposition Policy 113 (Holderman)

Approval of revised Student-Athlete Appeals and Transfer Policy 909 (Wilson)

Approval of revised Drug Education and Screening Policy 955 (Wilson)

2019-2020 Chairperson Nominating Committee (Sisk)

Other such matters.

**Proceedings:**

Chairman Sisk called the meeting to order at 3:35 p.m. in the President's Conference Room. Holly Mills made a motion to approve the agenda for January 23, 2019. Mason Hilliard seconded. Motion APPROVED.

Holly Mills moved for the approval of the minutes from November 14, 2018. Sandi Smith-Andrews seconded. Motion APPROVED.

Holly Mills moved for the approval of the Constitution for Alphi Chi Phi Pi of Tennessee Tech. Richard Rand seconded. Student representative Liz Jaconetta was present to speak on the organization's behalf. Doug Hensley has agreed to be the faculty advisor. This organization was created to be a welcoming, inclusive environment for all students who want to be involved on campus but may not have the time or funds to do so. Much discussion was had between Richard Rand, Joseph Ojo, Mason Hilliard, and Emily Bass pertaining to inconsistencies in GPA requirements, wording, purpose, and membership fees. Ultimately, Jeff Roberts suggested the council table the constitution and recommended the representatives to create a more consistent draft to be presented at the February meeting. Motion DENIED.

Birgit Hoffman moved for the approval of the Constitution for Alpha Phi Omega of Tennessee Tech. Holly Mills seconded. Student representatives Ashley Rector and Sara Greer spoke on behalf of Alpha Phi Omega. Alpha Phi Omega is a co-educational service fraternity that is nationally recognized. There was a previous chapter on campus, but the student representatives had hope of reviving a new chapter. Harvill Eaton recommended the representatives reach out to previous chapter members for guidance. Motion APPROVED.

Holly Mills moved for the approval of the amended Constitution for Club Tennis of Tennessee Tech. Jeff Roberts seconded. Student representative Lindsey Ngo was present to speak on the organization's behalf. Club Tennis was created to promote the play of tennis for students and compete against other club teams. After revising a previous NCAA violation pertaining to funds in the event of dissolution, the constitution was cleared as NCAA - compliant. In the event of a dissolution, all monetary assets will be donated to the EXPW Department. Motion APPROVED.

Holly Mills moved for the approval of the Constitution for Creative Writing Club of Tennessee Tech. Sandi Smith-Andrews seconded. Faculty advisor Monic Ductan was present on behalf of the organization. The organization was created to encourage students to share poetry and creative works with one another, and to serve as resources for constructive criticism. A friendly amendment was made to change the term "creative arts" to "writers". Motion APPROVED.

Richard Rand moved for the approval of the Constitution for Fellowship of Christian Athletes of Tennessee Tech. Michael Chambers was present to speak on behalf of the organization. FCA is a national Christian - based organization tailored towards student athletes and their busy schedules. The faculty advisor is Coach Dewayne Alexander. Motion APPROVED.

Holly Mills moved for the approval of the Constitution for OStem of Tennessee Tech. Sandi Smith-Andrews seconded. Taylor Pinto was present to speak on behalf of the organization. OStem was created to promote empower LBGTQ+ students in STEM fields. Amanda Carrol serves as the faculty advisor. Motion APPROVED.

Holly Mills moved for the approval of the Constitution for Scuba Society of Tennessee Tech. Steven Frye seconded. Andrew Goddard was present to speak on behalf of the organization. Scuba Society of Tennessee Tech was created to give students opportunities to make a hobby out of scuba and provide a learning environment for scuba techniques. Richard Rand suggested a friendly amendment that the constitution be corrected of spelling errors. Motion APPROVED.

Richard Rand moved for the approval of the amended Constitution for Swim Club of Tennessee Tech. Sandi Smith-Andrews seconded. Hunter Hinshaw was present to speak on behalf of the organization. Swim Club was created to serve as a resource for students who are interested in learning swim techniques and eventually competing against other swim clubs. After revising a previous NCAA violation pertaining to funds in the event of dissolution, the constitution was cleared as NCAA - compliant. In the event of a dissolution, all monetary assets will be donated to the TTU Intramural fund. Motion APPROVED.

Sharon Holderman was present to speak on behalf of the revised Record Retention and Disposition Policy No. 113. There were two primary additions to this policy due to the state issuing new RDA's for the disposition of university child care facility records and university student medical records. This policy

became effective on January 1<sup>st</sup>, 2019. Richard Rand brought up questions pertaining to document destruction processes, in which Sharon Holderman addressed fully and clearly. This policy was solely for informational purposes, and there was no need for approval.

Jeff Roberts moved for the approval of the revised Student-Athlete Appeals and Transfer Policy No. 909. Sandi Smith-Andrews seconded. Mandy Thatcher was present to speak on behalf on the policy changes. New NCAA legislation required us to change our policy to match the new NCAA legislation. This was reviewed and approved by the Athletics Committee. Motion APPROVED.

Jeff Roberts moved for the approval of the revised Drug Education and Screening Policy No. 955. Sandi Smith-Andrews seconded. Mandy Thatcher was present to speak on behalf of the policy changes. New NCAA legislation has required us to change our drug testing policy. This was reviewed and approved by the Athletics Committee. Motion APPROVED.

Chairman Sisk announced that Sandi Smith-Andrews has agreed to be the Chairman of the Chairperson Nominating Committee. Paula Hinton and Holly Mills have agreed to be members of the committee. Anyone wishing to be on the committee needs to reach out to one of these three members.

There were no other such matters. Richard Rand moved for a motion to adjourn, and Holly Mills seconded. The meeting adjourned at 4:13 pm.

Recorder - Carson Cook