

**Administrative Council
March 11, 2020 - 3:35 p.m.
T J Farr Rm 108
Minutes**

Voting Members Present		
Gerri Anna Alcorn	Jeremy Blair	Debra Bryant
Andrew Callender	Judith Sullivan (for Wei Tsun Chang)	Joshua Edmonds
Mary Lou Fornehed	Steven Frye	Stuart Gaetjens
Mark Groundland	Carrie Harris	Birgit Hoffman
Brian Jones	Aaron Lay	Tony Nelson
Lachelle Norris	Francis Otuonye	Sally Pardue
Richard Rand	Jeffery Roberts	Sandra Smith-Andrews
Claire Stinson	Suzan Swartzentrover	Mandy Thatcher (for Mark Wilson)
Nicholas Wilson	Jeanette Wolak	Lisa Zagumny
Voting Members Absent		
Michael Best	Sandra Bohannon	Sheikh Ghafoor
Kim Hanna	Sheila Hurley	Nancy Kolodziej
Alan Mills	Holly Mills	Vahid Motevalli
Steven Norris	Olorunfemi Ojo	Anthony Paradis
Bedelia Russell	Mike Rogers	Brad Sells
Dan Warren	Lenly Weathers	Jackson Williams
Resource Persons / Others Present		
Jeff Boles	Rebecca Chadwick	Leslie Crickenberger
Caleb Moses	Holly Stretz	Katie Williams
Lee Wray	Jerri Winningham	

Summary:

Approved agenda

Approved January 29, 2020 minutes

Approved Constitution for Student Environmental Action Coalition (SEAC) of Tennessee Tech

Approved new Prohibition on Smoking and Electronic Nicotine and Non-Nicotine Delivery Systems Policy No. 171

Approved revised Educational Assistance for Tennessee Tech Employees Policy No. 630

Approved revised Athletics Committee Procedures

Approved revised University Research Advisory Committee (URAC) Procedures

Proceedings:

Chairman Wolak called the meeting to order at 3:35 p.m. in T J Farr, Room 108. Richard Rand made a motion to approve the agenda for March 11, 2020. Sandra Smith-Andrews seconded. Motion APPROVED.

Jeff Roberts made a motion to approve the January 29, 2020 minutes. Lisa Zagumny seconded. Motion APPROVED.

Caleb Moses presented the Constitution for Student Environmental Action Coalition (SEAC) of TN Tech. There are a lot of environmental groups here on campus and SEAC would give them an opportunity to come together and unify these groups in order to have more of an affect on campus. It provides a direction for the groups to work together and pull our resources together. Lisa Zagumny motioned for approval. Jeff Roberts seconded. Andrew Smith would be the faculty advisor. Wolak questioned the dues? Moses replied that dues will be addressed at the first meeting. Motioned APPROVED.

Katie Williams presented the new Prohibition on Smoking and Electronic Nicotine and Non-Nicotine Delivery System Policy 171. There has been a similar policy in place, but with a new Tennessee statue, we are asking to realign it to that statue with your approval. Zagumny motioned for approval. Roberts seconded. Brian Jones asked if it essentially pulls vaping into the smoking policy? Williams replied yes, we are banning all smoking on campus. Although, we cannot regulate what happens in your personal vehicle. Zagumny asked if it still pertained to tobacco free, example: dip? Williams replied that we do not have the authority to ban all tobacco, but we do have the authority to ban smoking. Motion APPROVED.

Leslie Crickenberger presented the revised Educational Assistance for Tennessee Tech Employees Policy No. 630. We are trying to correct some unintended consequences that we had with our last policy that had to do with the authorization and approval process. We made some adjustments to the tuition reimbursement and no adjustments to the tuition waiver. Employees can still take any class they wish to at Tech. There is a limited amount put on for employees going outside of TN Tech. It is strictly if we do not have a similar program here and it benefits their job. It is still limited to the dollar amount of TN Tech's rate. Smith-Andrews asked if individuals are grandfathered in to their programs? Crickenberger confirmed, yes. Smith-Andrews motioned for approval. Rand seconded. Gaetjens asked about section IV H 3 A iv, if someone has a current job there really shouldn't be a degree that they need in addition to their current education because they were hired for that position. Crickenberger replied that they have had a scenario where faculty members are pursuing different degrees that will enhance their program so they will be allowed to teach certain classes that are not currently offered. Gaetjens commented that it is a little broader than their "current position". After

discussion, Chairperson Wolak suggested a friendly amendment to use the word “field” instead of “job”. Motion APPROVED.

Mandy Thatcher presented the revised Athletics Committee Procedures. No substantial changes have been made. Debra Bryant motioned for approval. Roberts seconded. Motion APPROVED.

Jeff Boles presented the revised University Research Advisory Committee (URAC) Procedures. The procedures have not been updated since the new Strategic Plan. We are taking verbiage out that pertained to our last Strategic Plan and adding verbiage for the new Strategic Plan. Smith-Andrews motioned to approve. Rand seconded. Sally Pardue questioned if the procedures would need to change each time the Strategic Plan changes? Boles replied, yes, because it is linked to the objectives. Motion APPROVED.

Such other Matters. The next meeting is April 8th and Wolak asked to please look over the new Administrative Council Procedures for the next meeting so we can vote to approve them. The procedures will dictate how we are going to do electronic voting. Gaetjens asked if you would just take proposals on the floor for fixing it? Wolak explained that there is an ad hock committee with members from Administrative Council and Academic Council. They are bringing suggested changes first to the Faculty Senate so we will have a chance to get feedback in a Faculty Senate business meeting. We hope to bring the final version to our next Administrative Council meeting in April. Smith-Andrews added that there are four procedures that are all affected and are trying to coordinate them together at the same time.

Zagumny motioned to adjourn. Seconded. Adjourned at 4:00 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of March 11, 2020

Minutes of January 29, 2020

Constitution for Student Environmental Action Coalition of Tennessee Tech

New Policy:

Prohibition on Smoking and Electronic Nicotine and Non-Nicotine Delivery Systems
Policy No. 171

Revised Policy:

Educational Assistance for Tennessee Tech Employees Policy No. 630

Procedures:

Revised Athletics Committee Procedures

Revised University Research Advisory Committee Procedures