

**Administrative Council
April 8, 2020 - 3:35 p.m.
ZOOM Meeting
Minutes**

Voting Members Present		
Geri Anna Alcorn	Jeremy Blair	Sandra Bohannon
Debra Bryant	Andrew Callender	Wei Tsun Chang
Mary Lou Fornehed	Steven Frye	Stuart Gaetjens
Mark Groundland	Kim Hanna	Birgit Hoffman
Sheila Hurley	Brian Jones	Nancy Kolodziej
Aaron Lay	Alan Mills	Holly Mills
Tony Nelson	Lachelle Norris	Francis Otuonye
Sally Pardue	Richard Rand	Jeffery Roberts
Bedelia Russell	Mike Rogers	Braxton Westbrook (Proxy for Brad Sells)
Sandra Smith-Andrews	Claire Stinson	Suzan Swartzentrover
Dan Warren	Lenly Weathers	Mark Wilson
Jeannette Wolak	Lisa Zagumny	
Voting Members Absent		
Michael Best	Joshua Edmonds	Sheikh Ghafoor
Carrie Harris	Vahid Motevalli	Steven Norris
Olorunfemi Ojo	Anthony Paradis	Jackson Williams
Nicholas Wilson		
Resource Persons / Others Present		
Kevin Braswell	Lori Bruce	Yvette Clark
Leslie Crickenberger	Debbie Gernt	Chester Goad
Sharon Huo	Brandon Johnson	Jerry Keeton
Linda Null	Philip Oldham	Rob Owens
Terry Saltsman	Mark Stephens	Shantini West
Katie Williams	Hannah Willis	Lee Wray

Summary:

Approved agenda

Approved March 11, 2020 minutes

Approved Constitution for Aviation Society of Tennessee Tech

Approved Constitution for Educational Accessibility Mentors (TEAM) of Tennessee Tech

Tabled new Gift vs Sponsored Grants and Contracts Policy No. 538

Approved new Employee Personnel Records Policy No. 606

Approved revised University Committees Policy No. 102

Approved revised Administrative Closing Policy No. 628

Approved Athletics Annual Report for 2019-20; 1) Diversity Issues, 2) Gender Equity

Approved Annual Reports of committees reporting to the Administrative Council for 2019-20

Approved revised Administrative Council Procedures

Proceedings:

Chairman Jeannette Wolak called the ZOOM meeting to order at 3:35 p.m. Mark Wilson made a motion to approve the agenda for April 8, 2020. Lisa Zagumny seconded. Motion APPROVED.

Lisa Zagumny made a motion to approve the March 11, 2020 minutes. Sandra Smith-Andrews seconded. Motion APPROVED.

Shantini West presented the Constitution for Aviation Society of Tennessee Tech. The constitution has two main goals: 1) to promote awareness and interest in aviation at Tennessee Tech and in the community by visiting area K-12 schools and other aviation organizations; and, 2) to provide opportunities in the field of aviation for its members which will provide an edge over others by providing knowledge of flight schools, ground schools, how a plane works, etc. There are currently 28 members and the faculty advisor was Dr. Alexander Shibakov. Mark Wilson made a motion to approve, Lisa Zagumny seconded. Stuart Gaetjens commented that the purpose statement didn't mention actual flying and questioned if that should be added. West agreed it could be broadened but due to funding, flying is not currently an option. Motion APPROVED.

Hannah Willis presented the Constitution for Educational Accessibility Mentors (TEAM) of Tennessee Tech. Willis provided that the purpose was to promote advocacy, education, and practical activities related to accessibility that lead to implementation or improvement of accessibility in three primary areas; digital accessibility, physical accessibility, and academic accessibility. Willis explained that their ideas were to teach and implement accessibility on Tech's campus by creating mentors who then can go out into the community and implement and teach accessibility themselves. This will also provide an opportunity to come together and talk about accessibility. Mark Wilson made a motion to approve, Steve Frye seconded. Chester Goad is the advisor. Wolak commented that she was glad there would be a club on campus that could advise faculty and students as we are transitioning to online. Motion APPROVED.

Claire Stinson and Debbie Gernt presented the new Gift vs. Sponsored Grants and Contracts Policy No. 538. Stinson explained that the purpose of this policy was to provide definitions and specific process steps for determining if an award is a gift or a sponsored grant or contract. Correctly classifying gifts and sponsored grants and contracts is important for several reasons. Not only does the distinction between gifts and sponsored grants and contracts determine which office handles the award, there are usually differences in how gifts and sponsored grants and contracts should be budgeted, and how and by whom the resulting funds should be monitored. Stinson indicated there have been more questions and they have been handled on a case-by-case basis. This policy will provide a checklist as support. Wilson motioned to approve. Smith-Andrews seconded. Zagumny appreciated the clarification of the distinction between these but would like to ask Kevin Braswell and Francis Otuonye to speak to this policy and the proposed organization of responsibilities. Otuonye stated that the policy attempts to differentiate a gift from a sponsored project and suggested that the office of Research needed to be included in the determination. Braswell was able to comment formally as a reviewer on the policy which included some of his suggestions. Braswell prefers that this policy be tabled and reviewed when the new Vice President of Research is on staff, clarifying that he is a resource to the council and not a member. Zagumny agreed out of respect for the new Vice President that it might be better to postpone this policy until the new VPR has an opportunity to be included. Stinson agreed that the policy could be postponed but stated that the policy was based on the way resources are accounted and that it's currently written broadly and she did not know if a lot could change.

Zagumny commented on the Checklist for Determining Whether Funding is a Gift or Sponsored Grant or Contract, specifically items 1 and 2. Zagumny noted that sometimes a gift can be from an organization, and whether the terminology needed to be flushed out more between research and advancement. Stinson replied that the checklist is in support of the policy and can be modified without changing the policy adding that the policy can stand alone. Stinson stated that the subsequent items below Items 1 and 2 provided guidance on the situation you mentioned. Zagumny restated that she would like to table until the new VPR is on staff. Smith-Andrews withdrew her second to the motion.

Lori Bruce commented that this was a topic of discussion with the Deans who in general desire this to wait until the new VPR arrives. Bruce and the Deans had some questions regarding the final interpretation of the policy and felt it was not clear if there was a disagreement as to how it would be resolved. Sally Pardue commented that there was a growing pool of funds that originate at the Federal level. One example: sponsorship of student learning activities – the Department of Defense (Army, Air Force, etc.) will sponsor student competitions and make funds available through a third agency such as Patel. They are not directly federal but the funding starts at the federal level. Would this be considered sponsored research since it originates at the Federal level? Pardue would like to see clarifying language in a guiding policy document that helps to alleviate those gray zones between gift and sponsored work. Wilson withdrew the motion. Smith-Andrews withdrew her second. Motion tabled.

Leslie Crickenberger presented new Employee Personnel Records Policy No. 606. Crickenberger stated the purpose of this policy is to provide guidance to employees about their privileges and obligations with respect to their own personnel records and guides Tennessee Tech employees responsible for producing and maintaining personnel records in the appropriate handling of those records. Richard Rand motioned to approve. Wilson seconded. Motion APPROVED.

Sharon Huo presented revised University Committees Policy No. 102. Huo stated the revision is about updating the number of council representatives for the College of Interdisciplinary Studies, Library and Nursing. Both the Academic and Administrative Councils have had discussion regarding their membership. The membership will also be presented to Academic Council. Chairman Wolak screen shared a spreadsheet on Academic and Administrative Councils' current counts of representatives for each college as well as the current number of full-time faculty in each college. The original representatives were selected when the College of Interdisciplinary Studies was new. The idea was to make representation the same per college which provides for two representatives from each of the colleges and schools for Faculty Senate, Academic Council and Administrative Council. The first step was to update the policy that pertains to the Councils, Policy 102. The change is the language that updates those representatives. Steve Frye motioned to approve. Seconded by Wilson. Motion APPROVED.

Crickenberger presented the revised Administrative Closing Policy No. 628. Crickenberger pointed out the minor changes that have to do with essential employees. The revisions are intended to clarify questions which arose following the recent tornado. Wilson motioned to approve. Rand seconded. Motion APPROVED.

Wilson presented the two NCAA required Athletics annual reports for 2019-20: 1) Diversity Issues and 2) Gender Equity. Wilson stated that Athletics continues to meet goals and compliance relative to Gender Equity and compliance with Title IX and with Diversity Issues. Debra Bryant motioned to approve. Rand seconded. Motion APPROVED.

Chairman Wolak directed the council to the annual report documents that were distributed previously. Wolak asked for a motion to approve the annual reports of committees reporting to the Administrative Council for 2019-2020. Wilson motioned, Zagumny seconded. Wolak asked for discussion. Being none, the motion was APPROVED.

Wolak presented the revised Administrative Council Procedures. The revisions also include representation on the council which was previously discussed in relation to Policy 102 as well as other revisions. Wilson motioned to approve. Rand seconded. Wolak commented the revisions not only updated the number of representatives but also allows for electronic voting. The updates include how electronic voting should take place, the dates and all the information for that. This was discussed in Faculty Senate and both Administrative and Academic Councils have had the opportunity to look at the revised procedures which are now aligned. Smith-Andrews acknowledged what an amazing job was done and thanked Wolak and Linda Null for leading the discussion. Wolak gave credit to Douglas Airhart for a fantastic job reading through

the detail. Pardue commented that she is in favor of electronic voting but noticed they won't hit the calendar mark set this year in section C. Pardue suggested a provision be added in the procedures to work around the dates. Wolak clarified that due to the need to update the procedures and policy, the dates for electronic voting are behind. Wolak replied the assumption was that as soon as these procedures were approved they would open up the nominations and use the same amount of time -- but not the exact dates. Pardue suggested adding a friendly revision, #5 under section C. Wolak agreed and asked that Pardue type the friendly amendment in to the Zoom chat box.

Wolak commented that term limits were discussed in Faculty Senate and it was determined by the ad hoc committee that term limits were not recommended because there were eight spots for Administrative and Academic Councils that were members-at-large that regularly have rollover. Andrew Callender asked if there were any restrictions as to lecturers and full-time contract instructors serving on the Councils? Smith-Andrews replied that as long as the individual was considered faculty in the classification, which also includes lecturers up to the level of chair, they would be considered eligible. Callender requested that it be entered into the minutes to show that Administrative Council supports lecturers being eligible to serve. Wolak confirmed that the procedures include the term "faculty" and anyone falling under that term, as would lecturers, would be eligible. Dr. Huo added that she reviewed Faculty Appointments Policy #204 which defines lecturer as faculty.

Pardue provided friendly amendment in chat: C5. In extenuating circumstances, should the starting date in C1 for nomination process need to be adjusted to later in the Spring Term, the new date will be noted in the minutes of the Council, and the election process of the Members at Large will continue with the same intervals.

Wilson accepts as a friendly amendment to his motion. Brian Jones asked if the last line should read "time intervals" or "calendar intervals"? Wolak suggested to add the word "time" before intervals. Motion APPROVED.

Other such matters. Wolak had appointed an ad hoc committee to elect an Administrative Council Chair for next year. Stuart Gaetjens led the nominating committee. Wolak nominated Sandra Smith-Andrews and asked Smith-Andrews if she were willing to accept; Smith-Andrews agreed. Wolak asked for other nominations and there were none. Zagumny motioned to approve Smith-Andrews as Chair for 2020-2021 Administrative Council. Wilson seconded. Motion APPROVED. Smith-Andrews thanked Jeannette Wolak for her amazing job running this committee.

Kevin Braswell expressed his appreciation to everyone who supported the I Heart Students campaign this year which netted just over \$412,000 as increase over last year. Braswell also thanked President Oldham for the video that kicked off the campaign and Brandon Johnson for being a great partner. Thanks to all for doing much good for our students.

Bruce referred the Council back to agenda item #10. She noted that Policy #102 lists 39 standing university committees and noted there were only 18 annual reports submitted. Bruce asked what that means when we have that many committees that didn't report an annual report? Linda Null responded that not all of the committees report to the Administrative Council, some report to the Academic Council and University Assembly. Bruce acknowledged that 21 committees report to the Administrative Council, but three did not report. Diane Smith replied that the Public Media Committee has not met in a few years and should probably have some action to be dissolved. Smith will contact the Executive Officers of the committees who did not supply an annual report.

Chairman Wolak thanked Smith for her work. Wilson motioned to adjourn. Zagumny seconded. Adjourned at 4:30 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of April 8, 2020

Minutes of March 11, 2020

Constitution for Aviation Society of Tennessee Tech

Constitution for Educational Accessibility Mentors (TEAM) of Tennessee Tech

New Policy:

Employee Personnel Records Policy No. 606

Revised Policy:

University Committees Policy No. 102

Administrative Closing Policy No. 628

Annual Reports:

Athletics 2019-20; Diversity Issues, Gender Equity

Committees reporting to Administrative Council

Procedures:

Revised Administrative Council Procedures

Zoom Chat