

Dan Allcott	Michael Allen	Jeremy Blair
Debra Bryant	Wei Tsun Chang	Daniel Brent Drexler
Dennis Duncan	Joshua Edmonds	Mary Lou Fornehed
David Hajdik	Kim Hanna	Madison Harris
Alexis Harvey	Elizabeth Honeycutt	Tammy Howard
Janet Isbell	Brian Jones	Nancy Kolodziej
Aaron Lay	Chad Luke	Holly Mills
Lachelle Norris	Joseph Ojo	Sally Pardue
Richard Rand	Chuck Roberts	Jeffery Roberts
Vahid Motevalli (Proxy for Joseph Slater)	Sandra Smith-Andrews	Claire Stinson
Dan Swartling	Suzan Swartzentover	Jennifer Taylor
Lenly Weathers	Angie Wells	Mark Wilson
Jeannette Luna	Lisa Zagumny	
Sandra Bohannon	Steven Frye	Tony Nelson
Steven Norris	Anthony Paradis	Mike Rogers
Bedelia Russell		
Lee Wray	Michael Adduci	Sean Alley
Debbie Barnard	Kevin Braswell	Lori Bruce
Yvette Clark	Kerri Demeri	Sharon Holderman
Greg Holt	Sharon Huo	Jerry Keeton
Erika King	Raymond Peplow	Donna Schrock
Cara Sisk	Diane Smith	Mark Stephens

Approved Constitution for Double Reeds of Tennessee Tech

Approved new Textbooks and Course-Related Materials Policy No. 295

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

Approved new Procurement on Sponsored Projects Policy No. 572

Approved revised Record Retention and Disposition Policy No. 113

Approved revised Uniform Disposition of Unclaimed Property Policy No. 513

Approved revised Grants, Contracts and Cooperative Agreements Policy No. 516

Tabled revised Key Control Policy No. 561

Approved revised Compliance (Athletics) Policy No. 903

Approved revised Investigations of NCAA Violations Policy No. 905

Approved revised Amorous Relationships (Athletics) Policy No. 970

Approved Athletics annual report for 2020-21

- 1) Diversity Issues
- 2) Gender Equity

Received annual reports of committees reporting to the Administrative Council for 2020-21

Approved revised Student Financial Aid Committees Procedures

Elected Administrative Council Chair for 2020-21

Chair Sandi Smith-Andrews called the TEAMS meeting to order at 3:35 p.m. Smith-Andrews reminded the group that only members could vote on the upcoming polls; those who are resource personnel, presenters or guests should refrain from voting. Richard Rand made a motion to approve the agenda for April 7, 2021. Lisa Zagumny seconded. Motion unanimously APPROVED.

Zagumny motioned to approve the January 27, 2021 minutes. Rand seconded. Motion APPROVED, three abstained.

Vahid Motevalli motioned to approve the Constitution for American Foundry Society of Tennessee Tech. Rand seconded. Students Ethan Wyatt and Raymond Peplow presented. Wyatt stated that the club would concentrate on establishing professional relationships and contacts within the Foundry Industry. Wyatt stated that the organization was vested with the Tennessee Chapter of the national organization. The organization was previously on campus and had a lapse in reporting so they were reapplying. Michael Allen mentioned that at the end of the constitution it states 'in the event of dissolution, all monetary assets shall be donated to the American Foundry Society', is that a requirement? Wyatt replied that their dues were in accordance with AFS National dues, so the dues would go to the national organization and then a portion were returned to the Tech Chapter, so any monies remaining must be returned to the national office. Mark Wilson had researched the committee for NCAA regulations and stated that everything was appropriate from the aspect of recruitment and student athletes. Katie Williams confirmed that it was allowable by policy that student organizations could designate to a charitable organization, national organization or any Tennessee Tech fund. Tammy Howard asked if elections every semester were standard on campus; do most organizations elect once a year? Wyatt replied they have elections every semester to make sure that every position is filled. Dr. Fred Vondra was the faculty advisor. Motion APPROVED, one abstained.

Dan Allcott motioned to approve the Constitution for Double Reeds of Tennessee Tech. Zagumny seconded. Student Erika King presented and stated that she played the obo at Tech and was surprised to find that the community she found within the double reed ensembles on Tech's campus had no unified club name or stated purpose on paper anywhere. King stated that the organization's purpose was to encourage knowledge and appreciation of double reed instruments on the Tech campus and in the surrounding community. The organization would promote music education in primary and secondary schools in our region both in general and also specifically in relation to obo and bassoon. The organization's goal was to increase interest in both double reed instruments and Tennessee Tech. Dr. Michael Adduci is the faculty advisor. Motion unanimously APPROVED.

Rand motioned to approve the new Textbooks and Course-Related Materials Policy No. 295. Holly Mills seconded. Smith-Andrews pointed out that the Procedures were included for information only. Sharon Huo presented that this policy was a Tennessee State law required policy. The policy and procedures were developed by a textbook policy committee with representatives from each college and the Director of Auxiliary Services. This policy contained the law language and current practices of Tennessee Tech. Motion APPROVED.

Mills motioned to approve the new Gift vs. Sponsored Grants and Contracts Policy No. 538. Dennis Duncan seconded. Claire Stinson presented and stated this policy provided guidance for

gifts, grants and contracts as well as definitions and information on how each of these were structured and accounted for at Tennessee Tech. The policy also identified the related policies. Jeannette Luna commented that this policy was postponed last year to give time for the new Vice President of Research, now Jennifer Taylor, to be included. Taylor confirmed that she worked with Stinson and Kevin Braswell on this policy. Stretz asked Stinson to summarize what the gift policy said about taking 42% out. Stinson asked if Stretz were referring to indirect costs, and Stretz confirmed that was the case. Stinson clarified that this policy did not include indirect costs. Motion APPROVED.

Rand motioned to approve the new Procurement on Sponsored Projects Policy No. 572. Wilson seconded. Emily Wheeler presented and stated that the new policy was intended to clarify procurement on sponsored projects and accompanied the policies listed in Section One. Wheeler noted that it included all goods or services purchased with project funds should comply with the conditions of the sponsor, the applicable federal and state laws, and Tennessee Tech procurement policies. Motion APPROVED.

Rand motioned to approve the revised Record Retention and Disposition Policy N. 113. Jeff Roberts seconded. Sharon Holderman presented and stated that it was an update to the records retention table in response to the RDA's the state had passed. The policy also added that syllabi go to archives at the end of the academic year. Allen asked if the videos at the end included video lectures. Holderman replied that it did not, that was university sponsored videos like promotional videos and athletic events, etc. Rand also asked if there would be any type of effort to educate the faculty at large on record retention and disposition. Holderman commented that on the Library website there was a records management link that had the information that included a contact per reW*ñ

questioned since the policy included grant accounts and cooperative agreements, why one of the reviewing officers was not the VP for Research. Zagumny added that she agreed with the three listed but suggested adding the VP for Research. Wheeler referred to Stinson. Stinson agreed to the friendly amendment to add the VP for Research as a reviewing officer. Motion APPROVED.

Zagumny motioned to approve the revised Key Control Policy No. 561. Rand seconded. Chuck Roberts presented the policy and stated that it was a refinement of the current policy and that the focus was on clarity, security and accountability. Chuck Roberts stated that the revision clarified that only permanent full-time employees could request keys adding that the key holders were responsible for the keys and their return. Chuck Roberts indicated that the individual and their department were accountable and responsible for when a key was lost or stolen noting that if it were a master key, it would have to be rekeyed and paid for accordingly. Roberts noted that Section E allows adjunct, temporary employees, and students to be loaned non-master keys from permanent employees. Chuck Roberts added that there was also a change in how the keys were accounted for in the system. Chuck Roberts noted that he had reviewed all of the major changes.

Wilson indicated that his understanding was that when keys were returned to Facilities after an employee left, that those keys were then to be destroyed. Wilson asked if the department would be responsible for the cost of having new keys cut? Chuck Roberts indicated he would check on this but that that he thought there was a possibility of reutilizing and reassigning those keys. Chuck Roberts indicated that Facilities did not want to hold on to them too long so the keys might get destroyed after a month or two. Wilson commented that it sometimes took more than a month or two to conduct searches and hire employees so that for efficiency, departments should be able to put them in a lockbox to save and reissue them adding it would be more cost effective for departments, if possible. Chuck Roberts indicated he would check with staff to see if the keys could be held for longer but knew they were limited in resources. Allcott suggested putting a length of time on it, i.e., four months and Chuck Roberts agreed to look into it and that these were procedural items not included in the policy.

Stretz asked if this policy applied to slide keys. Roberts indicated it addressed only the hardcore cylinder keys. Chuck Roberts will check on what the policies would be for the card keys.

Debra Bryant asked if the keys needed to be turned in from the department to facilities in a certain length of time or if it could be handled internally by allowing the department to keep the keys. Chuck Roberts mentioned they would like to have the keys returned for accountability reasons; in the past, those keys tended to be lost.

Lori Bruce questioned Section E, and asked how an Instructor was defined or impacted by this policy because this always comes up whether we are talking about temporary, part-time, or

permanent employees. Bruce added that as it reads, they would have access to a non-master key for internal building access. Bruce interpreted the policy to be that an Instructor was not able to have a key to a building. Chuck Roberts indicated he was not sure on the terms of Instructor in the policy and added that normally permanent employees have a key to their office space and stated that only a few select people get the master keys. Stinson stated that she could answer the definition of Instructors and stated that Instructors, during their one-year contract, are considered permanent employees. Bruce wanted to let others know that she had received complaints from some faculty that are not able to access supply cabinets and photo copiers, their departmental resources, after hours noting that some faculty were expected to be on campus after hours to teach. Bruce indicated she did not un

senior Department of Athletics staff member. This policy had been approved by the Athletics Committee. Motion unanimously APPROVED.

Zagumny motioned to approve the Athletics annual report for 2020-21, 1) Diversity Issues, 2) Gender Equity. Jeff Roberts seconded. Wilson presented and stated they report on the ratio of student athletics compared to the general student population in relation to diversity and gender equity. Wilson indicated he was very proud of our student athletes through this environment specifically related to diversity and the social injustice and what they have been doing in creating CODE (the Center of Diversity Education) so it had been a very good year for us in terms of diversity and gender issues and stated that we continued to meet all the requirements set forth. Motion unanimously APPROVED.

Zagumny motioned to receive the annual reports of committees reporting to the Administrative Council for 2020-2021. Smith-Andrews noted

everyone in the TEAMS files for Administrative Council. Stretz indicated she would email to Diane Smith and she would make it available.

Alle.