

**Administrative Council**  
**November 04, 2020 3:35 p.m.**  
**TEAMS Meeting**  
**Minutes**

<b>Voting Members Present</b>		
Dan Allcott	Michael Allen	Jeremy Blair
Debra Bryant	Wei Tsun Chang	Daniel Brent Drexler
Dennis Duncan	Joshua Edmonds	Mary Lou Fornehed
Steven Frye	David Hajdik	Alexis Harvey
Madison Harris	Elizabeth Honeycutt	Brian Jones
Nancy Kolodziej	Aaron Lay	Chad Luke
Holly Mills	Tony Nelson	Lachelle Norris
Anthony Paradis	Sally Pardue	Richard Rand
Chuck Roberts	Jeffery Roberts	Mike Rogers
Bedelia Russell	Sandra Smith Andrews	(Claire Stinson) Proxy Emily Wheeler
Dan Swartling	Suzan Swartzentover	Jennifer Taylor
Angie Wells	Mark Wilson	Jeannette Wolak
Lisa Zagumny	Kim Hanna	Janet Isbell
<b>Voting Members Absent</b>		
Sandra Bohannon	Tammy Howard	Steven Norris
Joseph Slater	Lenly Weathers	
<b>Resource Persons / Others Present</b>		
(Kevin Braswell) – Catherine Wallace	Yvette Clark	Rob Owens
Sharon Huo	Jerry Keeton	Mark Stephens
Lee Wray	Julie Baker	Briley Barnett
Margaret Cunningham	Vicki Dieffenderfer	Luther Hamby
	Greg Holt	Donna Schrock
Diane Smith	Jamaal Thompson	Katherine Williams
Jerri Winningham		

**Summary:**

Approved agenda

Approved September 20, 2020 minutes

Approved Constitution for Backdoor Improv Troupe of Tennessee Tech

Approved Constitution for Center of Diversity Education (CODE) of Tennessee Tech



Lisa Zagumny motioned to approve the Constitution for Highlands Young Professionals of Tennessee Tech. Michael Allen seconded. Margaret Cunningham present stating there already is an organization in this community called Young Professionals of the Highlands. It is for people 21-40 to do professional development and networking. We would like to start a Tennessee Tech Chapter so we can link with them and work together. Highlands mean the Highlands Economic Partnership which includes Putnam County, Overton County, Jackson County and White County. As a student it will be a fun way to get involved in this community and see the job opportunities and internship opportunities available. The businesses that are in this partnership are ready to accept student interns and offer jobs. Another goal is to retain students in this area. Michael Aikens is the faculty advisor. Motion APPROVED.

Mark Wilson motioned to approve the revised Environmental Health & Safety Policy No. 401. Holly Mills seconded. Chuck Roberts presented that it was a slight administrative change. In 2017 our Environment, Health and Safety department fell under the Director of Capital Projects. Now they fall under the Vice President of Facilities and Business Services. Wording in the policy was changed to reflect the shift. Motion APPROVED.

Dennis Duncan motioned to approve the revised Gramm Leach Bliley Act Compliance No. 503.1. Lisa Zagumny seconded. Greg Holt presented that in late 2019 the Office of Management and Budget came out with some recommendations for the Gramm Leach Bliley Act and the Federal Trade Commission and Safe Guarding Rule. They said that this is what Auditors will be looking at in your policy. We revised our policy so what they wanted was in there. It didn't change a lot but said it in a way that the state auditors would be looking at. Motion APPROVED.

Lisa Zagumny motioned to approve the revised Uniform Disposition of Unclaimed Property No. 513. Holly Mills seconded. Emily Wheeler presented stating that the changes in the policy are a result of the change in the Tennessee state law. It changed the reporting timetable. We also included a link to the procedures for the disposition of Title IV funds, which is just an informational piece. Motion APPROVED.

Janet Isbell motioned to approve the revised Naming Buildings, Facilities & Organizations No. 537. Lisa Zagumny seconded. Emily Wheeler presented for Dr. Claire Stinson, stating the policy had one minor change in D - 2. It was recommended by the Board of Trustees at their last meeting to remove the language; *no individual who has been an employee of Tennessee Tech within the previous year.* That is in consideration to naming of buildings. Motion APPROVED.

Other Such Matters. Mark Wilson reminded everyone that Tennessee Tech and the City of Cookeville, Putnam County and the Chamber of Commerce will be hosting the BlueCross Bowl Games on December 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> (Thursday, Friday & Saturday). There will be significant visitors coming to campus which will impact all the parking north of University Drive.



Environmental Health & Safety Policy No. 401  
Gramm Leach Bliley Act Compliance No. 503.1  
Uniform Disposition of Un