

**Administrative Council**  
**November 13, 2013**

**Members Present**

Jim Baier

S.K. Ballal

Ed Boucher

Marc Burnett (sub S. Bohannon)

Kim Hanna

Bobby Hodum (sub. A. Pope)

Michael Hooper

Ashley Humphrey

Deborah Setliff

Sandi J. Smith

Mark Stephens

Claire Stinson

**Administrative Council**  
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Received the revised policies as presented for the following:

Publication	Civil Leave
TTU Student Complaint	Educational Assistance for TTU Employees
Withdrawal Procedure	Educational Assistance for Spouse & Dependents of TTU Employees
Allergy Injections	Employment of Minors
Special Parking Policy for Students	Parental Leave
Annual Leave	Voting Leave
Bereavement Leave	

**Proceedings:**

A motion to approve the agenda of November 14, 2013, as distributed, was made by Mr. Wilson and seconded by

Dr. Ballal moved to approve the Constitution of the Renewable Energy Organization. Mr. Macke seconded the motion. and experimentation opportunities that create awareness and encourage the study of new renewable energy technologies to better meet energy demand. Student representative Peyton Feazel addressed a change to the constitution to include democratic election procedures. Motion APPROVED.

Mr. Stubblefield made a motion to approve the proposed change to the Student Handbook, Student Organizations 4.6. Mr. Macke seconded. Dean of Students Ed Boucher presented the recommendation changed to allow organizations to distribute remaining funds in the event of dissolution to any University department or outside organization deemed worthy with two exceptions. Any state or federal funding must revert to the University, and funds shall not be distributed to officers or members of the organization for personal gain. Mr. Wilson voiced the need to include a third constraint to ensure compliance with NCAA rules relative to restrictions of prospective organizations for high school student-athletes as well. Motion APPROVED.

Dr. Ballal moved to approve the seconded the motion. The policy provides definition of those who participate in the development of the Library materials collection. Dean Bates stated the policy was revised to allow for more flexible spending of funds. Motion APPROVED.

A policy was made by Dr. Ballal. Mr. Wilson seconded. Assistant Director of Internal Audit Gail Ligon addressed the committee. The TTU policy adopts the TBR policy for preventing or reporting fraud, waste or abuse with the addition of contact information for the TTU Internal Audit doUt inforv13(mBT6ml3nn)-5(v13(mBT6ml3nnm40.4o1 5

HR related policies revised to mirror TBR policies established for each area:

- Annual Leave
- Bereavement Leave
- Civil Leave
- Educational Assistance for TTU Employees
- Educational Assistance for Spouses and Dependents of TTU Employees
- Employment of Minors
- Parental Leave
- Voting Leave

Motion APPROVED with one vote in opposition.

**Other Such Matters:**

University Assembly will meet Wednesday, November 20, 2013, at 3:35 p.m.,  
Conference Room.

Dr. Ballal moved to adjourn. The meeting ADJOURNED at 4:08 p.m.

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Terri Taylor, Recorder

Documents on file with minutes:

- Constitution for the College of Education ASCEND Education Club at TTU
- Constitution for the CyberEagles Club
- Constitution for the Relay for Life at TTU
- Constitution for the Renewable Energy Organization
- Student Handbook, Student Organizations 4.6
- Library Collection Development policy
- Preventing and Reporting Fraud, Waste, or Abuse policy
- Publication policy
- TTU Student Complaint policy
- Withdrawal Procedure policy
- Allergy Injections policy
- Special Parking Policy for Students
- Annual Leave policy
- Bereavement Leave policy
- Civil Leave policy
- Educational Assistance for TTU Employees policy
- Educational Assistance for Spouse & Dependents of TTU Employees policy
- Employment of Minors policy
- Parental Leave policy
- Voting Leave policy