

**Committees Reporting to the Administrative Council**  
**2009-2010**

<b>Committee</b>	<b>Committee Chair or Ex Officio</b>
Advisory Committee on Patents and Copyrights	Dr. Michael Best
Athletics Committee	Mr. Steve Smith
Campus Recreation Committee	Ms. Kathleen Oakes
Chapter 606 Student Monies Allocations Committee	Mr. Isaac Keebler
Commission on the Status of Blacks	Ms. Demetria Mells
Commission on the Status of Women	Dr. Rita Barnes
Committee on Campus Space Utilization and Allocation	Dr. Mark Stephens (ex officio)
Faculty and Staff Traffic Appeals Committee	Dr. Eric Harris
Institutional Committee for the Care & Use of Laboratory Animals in Experimentation	Dr. Steven Hayslette
Institutional Review Committee for the Protection of Human Subjects	Mr. Michael Clark
Military Affairs Advisory Committee	Dr. Patrick Reagan
Public Media Committee	Mr. Marc Burnett (ex officio)
Sports Hall of Fame Committee	Mr. Mark Wilson (ex officio)
Student Affairs Committee	Mr. Kendall Knight
University Art Committee	Ms. Jeanne Brady
University Committee on Buildings and Grounds	Dr. Doug Airhart
University Committee on Student Financial Aid	Dr. G. Kim Stearman
University Judicial Council	Mr. Charlie Macke
University Safety and Environmental Committee	Mr. Charlie Macke
University Strategic Planning and Assessment Committee	Dr. Claire Stinson

**Patents and Copyright Committee, Tennessee Tech University**  
**Annual Report for**  
**Academic Year 2009-2010**

March 22, 2010

The committee met five times this academic year and at the current time has no additional meetings scheduled.

The following actions were taken by the committee:

September 8, 2009 Meeting

1. The committee voted to let Christopher Berry explore the commercial aspects of a freeway interchange design developed by him. It was determined that TTU should retain partial ownership rights.

October 6<sup>th</sup> Meeting

2. A quorum was not present, so the items on the agenda were discussed by the members that were present.

November 10, 2009 Meeting

3. The committee approved the filing of a patent application for the Aeolipile invention (David Gao/Charles Van Neste).
4. The committee voted to proceed with filing a provisional patent application filing for Dr. Ali Alouani's "Wearable Electronic Tracking Device to Prevent Unlawful Drivers from Driving".
5. The committee voted to proceed with a copyright filing for the "Project Tracking Database" developed by Ms. Sammie Sparks. The cost of the filing was \$35.
6. The committee voted to proceed with filing of a Utility Patent for Dr. Mohamed Abdelrahman's "Differential Measurement of Sand Compaction" invention. The cost has yet to be determined but should not be more than several thousand dollars.

February 2, 2010 Meeting

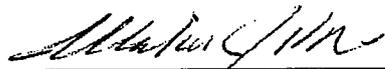
7. The committee voted to approve a trademark filing for HiPeLE (High Performance Learning Environment) for Dr. Pedro Arce. The cost for the trademark application was \$350.
8. In addition there were two invention disclosures at the February 2<sup>nd</sup> meeting, one from student Gilbert Humberg (Communication Device), and one from Dr. Ali Alouani (Chronic Obstructive Pulmonary Disease Detection Device).

9. It was determined that we needed a source of funds to help with the development of prototypes that faculty, staff and students have at TTU that are deemed to be worthwhile. The committee voted to approve establishing a revolving fund for prototype research and development.

March 16, 2010 Meeting

10. The committee voted to approve that we rank current TTU projects for the TTDC Innovation Conference and Venture Showcase.
11. In addition at this meeting the committee voted not to approve the filing of a Patent Cooperation Treaty (PCT) on Thermoresponsive Microparticle Composite Hydrogels due to the expense involve.
12. Mr. Mark Hutchins met with the group to discuss what it would take to establish a revolving fund for prototype research and development. A short-term goal which could be achieved quickly is to print brochures/flyers showcasing our inventions for potential investors using funds from the Research Foundation. A long term goal would be for University Advancement to approach alumni who are placed in key areas of industry to invest funds to start an endowment or revolving fund to facilitate continued prototype research and development.

Respectfully submitted,



Michael J. Best  
Chair, Patents and Copyrights Committee



Francis Otuohye  
Executive Officer



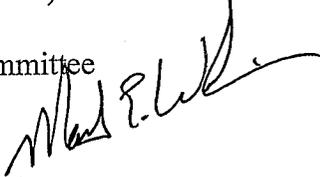
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TTUsports.com

TO: Chairperson, Tennessee Technological University (TTU) Administrative Council

FROM: Mark Wilson, Executive Officer, TTU Athletics Committee

DATE: March 30, 2010

SUBJECT: TTU ATHLETICS COMMITTEE ANNUAL REPORT FOR 2009-2010



During the 2009-2010 academic year, the Tennessee Technological University (TTU) Athletics Committee was chaired by Steve Smith (Instructor in the Health and Physical Education department). The Committee met on October 26, 2009, and March 30, 2010.

During this academic year, the Committee:

- Approved revisions in the Student-Athlete Handbook.
- Approved changes to the Policies and Procedures Handbook in regards to Drug Testing and Camps and Clinics.
- Discussed extensively the issue of scholarship funding, specifically the increases of inflationary costs compared to the funding cap imposed by the Tennessee Board of Regents.
- Discussed extensively budget issues for Athletics and increases in inflationary spending as well as possible projected cuts in budget.
- Reviewed reports on Missed Class Time, Gender Equity Issues and Diversity Issues for the Athletic Department.
- Reviewed Athletics capital projects.

Campus Recreation Advisory Committee Meeting  
11 a.m., Tuesday, December 8, 2009  
Multipurpose Room – TTU Fitness Center

Due to inclement weather or scheduling conflicts, there were not enough members to create a quorum. David Mullinax, Director and Chairperson Ex-Officio conducted an informational session for those who were able to attend.

Hours for Christmas and New Year and Cleaning Schedule –

After five years, we are draining the pool for some much needed maintenance and to re-paint the lane lines as well as clean the drains and other detailing. Also, the tile of the men's shower floors is being replaced while the pool area is closed. We plan on closing the pool on December 13<sup>th</sup> and plan on reopening on the 28<sup>th</sup>.

Summary of Participant Numbers –

A summary of activities and participant numbers was provided to the members in attendance.

There were 17 pool parties scheduled since July 1, with approximately 20 per event.

28 Reservations were made by Campus Organizations for use of the gyms, multipurpose room or racquetball courts.

Intramurals experienced very high numbers in participation in a variety of sports.

Health Promotions hosted a Spring Health Fair in which 350 people had blood work done and that includes 25 free lipid profiles for students. The Fall Health Check had 200 participants take advantage of the blood work.

The Fitness Center hosted its first State Racquetball Tournament in November where 71 individuals and 110 teams participated. The Fitness Center competed against several YMCA's and other facilities in Nashville. The next tournament is scheduled for February 6, 2010. This is done to help raise funds for our Varsity Spirit Squads.

The Golden Eagle Cheer and Dance Competition, a fund raiser for the TTU Varsity Spirit Squads, was held on November 14. There were 13 cheerleading teams and 5 dance teams participating, with almost 500 spectators in attendance.

Campus Recreation Advisory Committee Meeting  
11 a.m., Tuesday, December 8, 2009  
Multipurpose Room – TTU Fitness Center  
Continued –

TSSAA Football Tournament – The Fitness Center closed during the weekend of the Football tournament due to the need for paid parking areas and that our members would have no way to access the facility. We committed to allowing the football teams the use of our locker rooms before, during and after the ballgames and as needed during that weekend. We had people on staff during this time to make sure that everyone had what they needed. We believe that for our part, the event was a success and everyone who visited was very complimentary of the facility.

TTU Summer Cheerleading and Dance Camp Results –

TTU Summer camps saw an increase this past summer with 1200 participants in attendance. We believe that we had an increase due to our competitive pricing and also that our instruction was done indoors.

Outtakes at the Fit Opens –

We have a new Outtakes in the area where the vending machines were. This is something that we hope all students, staff and members take advantage of when they need a snack or a salad after working out.

Coordinator for Intramural Sports – Candidate Status -

Interviews have been conducted and we are now making our selection for hire. We will make everyone aware when the position has been filled.

New Business-

Our Angel Tree project is still going on and names are still available, provided by Holland J. Stephens Center. Most names are for children aged 6 months to about 11 years old. Gifts purchased need to be brought back to the Fitness Center by 12/13/09.

The Fitness Center facility is almost paid off and David explained that he would like to be able to take the student fees and use them for renovations, improvements, new equipment and expansion of the Fitness Center facility. David said that this is much like what Athletics has done since the Hooper Eblen Center has been paid off. David explained that he would like to be able to float a bond and build an intramural facility on the fields across the street that would have several basketball courts and also work in tandem with athletics and Exercise Science in using the facility.

There was no other discussion and the session was dismissed at 12:30 p.m.

Campus Recreation Advisory Committee Meeting  
11 a.m., Thursday, March 16, 2010  
Multipurpose Room – TTU Fitness Center

December Pool Project –

The pool project was going well until the water was put back in. It caused the shell to crack across the mid section and had to be repaired. We initiated an emergency process through purchasing to get the repairs done with the same company that resurfaced the pool a couple of years ago. They made the repairs and we were up and running in less than two weeks from the time we discovered the crack in the shell.

Wear and Tear and Repair –

The Fitness Center is almost 20 years old. Because of that, there are things around the building that are in dire need of replacement and repair. Windows are broken and seals need to be replaced around the track windows and the vaulted windows. Right now when it rains, we have leaks that come through on the track, and the gymnasium floors. We have had a price quote done to caulk the windows around the north end of the track and will hopefully have that done before the end of the fiscal year. There are broken doors, and because they are obsolete, parts are hard to find. Because parts are hard to find, they will need to be replaced. We have had to replace one of the water fountains and we need to replace another in the next few weeks. The machines in the Cardio room are past their maximum use and need to be replaced and we are currently spending about \$500 per month in repair.

Intramural Program Growth –

David informed the committee that there is more participation by our students than at MTSU. We have experienced a 15% increase in participation since last year. The committee was informed that there were over 100 teams in flag football, volleyball, soccer and basketball. We anticipate a continued increase in participation as we begin adding summer sports.

Intramural Coordinator Hired –

Darren Gregory has been hired as the Coordinator of Intramural Sports. Darren is a Tech graduate with a degree in Physics and a Master's in Administration.

Campus Recreation Advisory Committee Meeting  
11 a.m., Thursday, March 16, 2010  
Multipurpose Room – TTU Fitness Center  
Continued -

#### TTU Spirit Squads –

TTU Cheer and Dance Squads competed and won in their respective divisions this past year, the all girl squad placed 6<sup>th</sup> in their division, the dance team took first in Jazz and Hip Hop in Kentucky, and at the summer camp that they attended in 2009, they won first place in sideline. The spirit squads and awesome eagle also made many appearances to schools, and businesses this past year, performing at pep rallies and birthday parties.

The TTU Cheerleaders will be on ESPN when the UCA/UDA National Championship is aired. The date will be announced soon. They have also worked hard to raise funds to help the program grow.

One of the primary fund raisers for the program is the annual Golden Eagle Cheer and Dance Tournament, which raises at least \$3000. We are trying to hold two of these competitions per year.

#### Racquetball Tournaments –

Two racquetball Tournaments were held recently. These events brought in competitors from all across the state and raised \$3000 for the Spirit Squad. We have found that these events raise better money than car washes and candy bar sales and it's a great way to bring people to campus.

#### Health Fair -

The TTU Health Fair is scheduled for Tuesday, April 13, with blood work being done from 7 a.m. – 10 a.m. This is the event where vendors and other campus departments come to our facility to hand out information about what they can offer to students, faculty and staff. David encouraged everyone to attend.

#### Facility Use –

Facility use by campus departments and members has increased considerably over the last year. The Fitness Center schedules at least 10 pool parties a month on the weekends and campus departments and organizations use our multipurpose room and conference room and even the gyms for graduation receptions and for community service projects.

We have had new cabinets installed in the multipurpose room for storage of supplies during summer cheerleading camps, Intramural meetings and other facility events.

Campus Recreation Advisory Committee Meeting  
11 a.m., Thursday, March 16, 2010  
Multipurpose Room – TTU Fitness Center  
Continued –

Facility Use, continued – During the recent closure of schools from snow, we had 10 snow day sport camps. Snow Day Camp gives TTU employees and students another source of care for their school aged children. We provide a day packed with activities such as swimming, games, movies, crafts and other activities. This year, they built a snow man. We had an average of 20 children per day.

Intramural Field Upgrades – Work on the fields include re-seeding, conditioning, removing the rocks and filling in the ruts made from where trucks came in to replace the light fixtures. There are plans to build an Intramural Pavilion in the near future that will create a hub for the sports and events that will happen during the semester and during summer. The facility will be a covered picnic area with grills and picnic tables and seating for people who come to watch the games. There will be two adjoining buildings attached to the pavilion that will have a concessions area and storage for the tools and sports equipment. Water lines and electric power sources will need to be tapped first.

New Business -

The Fitness Center has gone ‘green’ with a majority of our cleaning products. We still have a few antibacterial cleaning products that do not offer a green option, but we are about 75% green at this point. Our purpose is to be responsible without compromising safety and cleanliness.

There was no other business and the meeting was adjourned.

David Mullinax, Chairperson Ex-Officio  
Kathleen Oakes, Chairperson

**CHAPTER 606 STUDENT MONIES ALLOCATION COMMITTEE  
ANNUAL REPORT  
2009-2010**

**Membership**

Mr. Marc Burnett, Executive Officer  
Mr. Vic Gernt  
Dr. Martha Kosa  
Mr. David Horton, 2-yr member  
Mr. Sean Ochsenbein  
Mr. Isaac Keebler  
Ms. Emily Warren  
Mr. Lawrence Haas  
Ms. Jill Williams  
Mr. Matt Nisbet  
Ms. Nick Reed

**Meetings**

The Chapter 606 Student Monies Allocation Committee met on the following dates:

September 15, 2009  
September 29, 2009  
October 13, 2009  
October 27, 2009  
November 10, 2009  
November 24, 2009  
December 8, 2009

February 2, 2010  
February 16, 2010  
March 2, 2010 -  
March 16, 2010 -  
March 30, 2010 - Pending  
April 13, 2010 - Pending  
April 27, 2010 - Pending

**Actions**

The monetary amounts awarded by the committee are documented as follows:

**September 15, 2009 - Elected Isaac Keebler chairperson**

Society of Clarinets	awarded \$ 431.78
Food Nutrition Dietetics Club	awarded \$1,935.70
Associated Scholars Guild	awarded \$1,935.70

**September 29, 2009**

Student Affiliate of the American Chemical Society	awarded \$ 435.57
Society of Women Engineers	awarded \$5,645.54
Alpha Lambda Delta	awarded \$ 702.90
Ultimate Frisbee Club	awarded \$4,892.26
American Society of Civil Engineers (ASCE)	awarded \$5,645.54

**October 13, 2009**

TTU Baja	awarded \$5,645.54
Chemical Engineering Graduate Research	awarded \$3,671.71
Student Fisheries Association	awarded \$ 778.14
TTU Rugby Football Club	awarded \$5,253.18
Pi Kappa Delta	awarded \$5,645.54

**October 27, 2009**

Exercise Science Majors Club	awarded \$1,122.95
TTU Collegiate FFA	awarded \$3,574.69
American Society of Mechanical Engineers	awarded \$ 976.80
National Society of Black Engineers	awarded \$1,748.34
Tech Swim Club	awarded \$1,550.34

**November 10, 2009**

NASA MoonBuggy Club	awarded \$3,500.00
One World	awarded \$ 814.10
Tech Players	awarded \$ 264.00
Indian Association of Cookeville	awarded \$ 982.58
Pre-Law Club	awarded \$1,553.00

**November 24, 2009**

Tennessee Tech Fishing Club	awarded \$1,212.75
IEEE TTU Chapter	awarded \$5,645.54
Visual Arts Society (VAS)	awarded \$5,645.54
Autonomous Robotics Club	awarded \$4,026.00
TTU Equestrian Team	awarded \$2,672.00

**December 8, 2009**

Collegiate Music Educators National Conference (CMENC)	awarded \$ 764.61
Society of Collegiate Journalists	awarded \$ 711.08
TTU Formula SAE Team	awarded \$5,645.54

**February 2, 2010**

Pi Tau Sigma	awarded \$1,174.14
Collegiate 4-H	awarded \$3,166.90
TTU AIChE	awarded \$1,083.72
Men's Club Volleyball	awarded \$1,331.04
Student Fisheries Association	awarded \$ 373.20

**February 16, 2010**

Agribusiness Economics Club	awarded \$2,245.65
National Society of Black Engineers	awarded \$4,563.25
Council for Exceptional Children	awarded \$1,370.66
Society of Women Engineers	awarded \$1,484.00
Pi Kappa Delta	awarded \$4,563.25

**March 2, 2010**

TTU Saxophone Association	awarded \$2,605.68
Delta Tau Alpha, Ag. Honor Society	awarded \$1,900.00
American Society of Mechanical Engineers	awarded \$4,563.25
TTU Baja	awarded \$4,563.25

**March 16, 2010**

Visual Art Society (VAS)	awarded \$4,563.25
TTU Fishing Club	awarded \$4,563.25
Ultimate Frisbee Club	awarded \$4,563.25
American Society of Civil Engineers (ASCE)	awarded \$4,563.25
Trombone Club: Trombones at Tech	awarded \$3,103.93

  
\_\_\_\_\_  
Marc Burnett, Executive Officer  
3/16/2010

To: Chair  
Administrative Council

From: Demetria Mells, Chair *DM*  
Commission on the Status of Blacks

*C.S.*  
Subject: President's Commission on the Status of Blacks, Annual Report

Date: March 29, 2010

The purpose of the Commission on the Status of Blacks is to advise the President of the university on matters of concern to the Black faculty, staff, and students, and to promote awareness and programs of interest to TTU Black persons. The Commission conducted six meetings and met other times in subcommittees to develop programs.

The Commission worked closely with the Black Cultural Center (BCC) and the Minority Affairs Office in deliberating various issues of concern and formulation positions of mutual concern. The following highlights some of the Commission's deliberations:

- **Solidification of the Commission's role as policy institute /rather than purely an advisory body** – to conduct research and engage in advocacy in areas of policy and strategy for developing and improving programs enhancing the quality of life for Black faculty, staff and students - specifically programs/educational opportunities and policies and procedures effecting recruitment, hiring, promotion, retention and development. Also of great importance in this vein, is the continued sustainability and viability of the Commission (either as an advisory body or think-tank) given the dwindling pool of minorities on campus upon which to draw membership and TBR system-wide shift in priorities relative to diversity.
- **Access and Diversity**  
The Commission, partnering with the Muslim Student Organization and the Upper Cumberland Islamic Society, hosted Dr. Bobby Lovett to celebrate the Dr. Martin Luther King Holiday with a program THE KING LEGACY. The Commission further plans to host an annual program on the King holiday, which will address the status of blacks in the United States.
- **Attitudes on Race, Ethnicity and Diversity**  
The Committee formed a committee to establish an award to nominate an Outstanding Faculty member who contributes to furthering Diversity on Tech's campus. The award is to recognize an individual's accomplishments in mentoring minority students and who provides social and academic support. Dr. Carl Owens and Dr. Francis Otuonye were awardees.
- **Black Alumni Reunion 2009**  
Commission funds were used in supporting the Black Cultural Center in honoring 2009-2010 graduating seniors and in welcoming new minority faculty members during Homecoming activities. The events were intended to initiate connections between existing black faculty and staff with new hires. In addition, the intention is to maintain relationships between graduating senior with continuing black students on campus.

- **Tutoring at the Black Cultural Center**

Based upon suggestions presented by Dr. Elizabeth Ojo, funds from the Commission were set aside to provide financial support for tutors specifically designated at the Black Cultural Center. The goal is to have established tutors at the BCC for minority (particularly black) students and to provide academically strong students with opportunities to mentor others.

MEMORANDUM

TO: TTU Administrative Council

FROM: Rita Barnes, Chair   
President's Commission on the Status of Women

VIA: Rachel Rader, Executive Office   
President's Commission on the Status of Women

DATE: March 29, 2010

SUBJ: Annual Report, President's Commission on the Status of Women

The President's Commission on the Status of Women is charged with providing a supportive climate for women students, staff, faculty and administrators at TTU; promoting awareness of women's issues; and initiating programs of related interest to the campus community.

The following activities and accomplishments reflect the active participation of the Commission's membership by students, staff, faculty, and administrators. All members committed to at least one subcommittee (Safety, Publicity and Programming, or Policy and Procedures), as well as contributing to the monthly Commission meetings.

1. Orientation for new members to ensure continuity in Committee and Commission goals: The September 15 regular meeting was held at the Women's Center to familiarize new members with the Center's resources and relationship to the Commission; a follow-up working reception meeting was held September 25.
2. Safety Walks: The Commission continued its annual study of potential safety hazards on campus with two walks this year, covering the north part of campus on November 6 and the south part on November 12. The Commission's Safety Committee prepared a matrix detailing conditions and prioritizing suggestions, noting improvements from the previous year (see attached).
3. Printing: Provided one-half the cost for printing *Attune*, the Women's Center newsletter, for two issues (Fall 2009 and Spring 2010).
4. Office supplies for Women's Center: Provided \$200 to cover basic office supplies.
5. Conference support: Appropriated \$505 to defray expenses for a representative from Tech to attend the annual Women in Higher Education in Tennessee Conference in October.
6. Center Stage event: Coordinated and hosted Immaculee Ilibagiza, Rwandan genocide survivor and author of the bestselling *Left to Tell*. The well-attended presentation received two standing ovations

from a diverse audience in Derryberry Hall on March 16. The event included a question-and-answer period, book sale, and reception following the talk.

7. Center Stage proposal: Received funding approval for the Programming and Publicity Subcommittee's proposal for Flamenco Louisville, a women's dance troupe, scheduled to visit campus during the 2010-2011 academic year.
8. Sexual harassment survey: The Commission has revised the sexual harassment survey administered by the Commission to approximately 600 students in 2002, and to Tech employees in 2004. The Safety Subcommittee plans to administer the new survey during early April, and to ready a full report in the fall of 2010.
9. Sick leave bank: The Policy and Procedures Subcommittee researched sick leave policies at other institutions. They are preparing a list of recommendations for promoting information about the sick leave bank and its enrollment period.
10. Certified Professional Secretary (CPS) Exam: The Policy and Procedures Subcommittee explored accessibility of information and study materials for the exam, and recommended that the Commission promote the exam in future years. (The CPS Exam study guide is available in the Women's Center for use by eligible employees.)
11. The Commission provided \$500 to the 2010 WoMeNet Conference in February to cover the cost of Chartwell's catering.
12. The Nominating Subcommittee has prepared a slate of candidates to recommend to the Office of the President for the 2010-2011 Commission.
13. During the April meeting, the Commission will finalize any remaining recommendations for the year and will decide on use of any remaining funds in its budget.
14. Please see the attached document for the Commission's 2010-2011 proposed goals.

## Commission on the Status of Women

### Goals, 2010-2011

(Approved by the Commission April 20, 2010)

#### **Programming and Publicity Committee:**

1. Support the performance of Flamenco Louisville, which has been funded by Center Stage and will be hosted by the Commission. Responsibilities include event publicity (in cooperation with the TTU Office of Communications and Marketing), coordinating technical equipment and location arrangements, reception if appropriate, keeping in communication with Center Stage Coordinator Susan Maddux, and other duties related to the smooth execution of the event.
2. In consultation with the Commission, prepare and submit a Center Stage event proposal for the 2011-2012 funding cycle. The deadline for submission is November 15, 2010.
3. Explore the feasibility of a Women's Center fundraiser.

#### **Policy and Procedures Committee:**

1. Follow up on the results of the Safety Committee's 2010 Sexual Harassment Student Survey. This may include examining current programming and materials and developing recommendations in cooperation with the Safety Committee.
2. Survey Tech administrators, staff, and faculty regarding knowledge of policies and procedures that affect each group, including sick leave, maternity, and the CPS exam.
3. Increase awareness of sick leave bank benefits, and encourage adoption of an additional enrollment period.
4. Identify issues that the Commission might address concerning international women in the Tech community.

#### **Safety Committee:**

1. Continue the annual fall Women's Safety Walk and report findings to appropriate units on campus.
2. Analyze the results of the Sexual Harassment Student Survey, report to the Commission, and use Commission input to develop recommendations in cooperation with the Policy and Procedures Committee.

3. Explore ways to support the spring Take Back the Night event on campus.

**Committee of the Whole:**

Continue to provide orientation for new Commission members. Include the CSW and Women's Center pamphlets in a letter to new members, hold the first meeting of fall 2010 in the Women's Center, and ask representatives of each standing committee to explain their activities so that members may select a committee suited to their interests.

<b>CSW Semi-Annual Safety Walk November 2009 Tennessee Tech Campus Area</b>	<b>Women's Commission Assigned Safety Priority</b>	<b>Also Identified on Safety Walk 2008?</b>	<b>Observations &amp; Recommendations</b>
1. Parking lots between Foundry and Capital Quad	<b>1</b>		Install lighting.
2. Evins/Browning Halls, by STEM Center	<b>2</b>	YES	Install lighting behind dorms.
3. Bryan Fine Arts building	<b>3</b>	YES	Brick loose on North steps leading to back of stadium. Area is very dark. Recommend lighting and railing on steps. Floodlight needed at left corner of building, facing front.
4. Nursing School roundabout	<b>4</b>		Trim bushes.
5. Capital Quad	<b>5</b>		Several bushes and trees need trimming.
6. Stadium Drive			Streetlights needed on Stadium Drive by Sherlock Park. Repair uneven sidewalk at Stadium Dr. and 7 <sup>th</sup> St.
7. Pennebaker Hall			Three floodlights need replacing at front.

8. Ellington Hall			Replace two lights that are out.
9. Foundry			Replace light out at back of bldg.
10. Brown Hall			Replace light out over door facing Sherlock Park.
11. Tech Village			Replace two lights out in back.
12. Peachtree St.			Dark. Lights needed in center of street. Cover pipes sticking up on N.E. corner of Peachtree and 7 <sup>th</sup> St.
13. Derryberry Hall			Two lights need replaced on courtyard side facing Henderson.
14. RUC			Front entrance light needs replaced. Light out on North Patio.
15. Backdoor Playhouse			Trim lower branches on trees around building.
16. Nursing Bldg.			Install 15 mph speed limit signs on 7 <sup>th</sup> at Nursing Bldg. and across from dorms.
17. Pennebaker/Bryan Fine Arts			Two streetlights on Dixie need replaced.

## Terri Taylor

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**From:** Mark Stephens  
**Sent:** Tuesday, March 30, 2010 4:15 PM  
**To:** Terri Taylor  
**Subject:** Annual Report on Space Utilization

Hi Terri,

The Space Utilization Committee has nothing to report since it did not meet this year.

Thanks

Mark

Mark A. Stephens, Ph.D.  
Associate VP for Academic Affairs  
Tennessee Tech University  
Cookeville, TN 38505  
(931) 372-3224



Faculty and Staff Traffic Appeals Committee  
Annual Report  
2009-2010

The 2009-2010 Faculty and Staff Appeals Committee consists of the following members:

Dr. Eric Harris  
Ms. Valerie Nash  
Ms. Kathryn Rust  
Mr. Ricky Cartwright  
Mr. Ben Shannon  
Mr. Jim Dillon  
Mr. Scott Bilbrey

The Faculty and Staff Appeals Committee met on April 15, 2009. Dr. Eric Harris presided over the committee meeting.

Ticket #000146 was voted as valid, full fine.  
Ticket #000783 was voted as valid, full fine.  
Ticket #000600 was voted as valid, fine waived.  
Ticket #001755 was voted as valid, full fine.  
Ticket #002337 was voted as valid, full fine.  
Ticket #33451 was voted as valid, fine reduced to \$15.

The Faculty and Staff Appeals Committee met on November 23, 2009. Dr. Eric Harris was elected as committee chairperson and presided over the meeting.

Ticket #003215 was voted as valid, full fine.  
Ticket #004731 was voted as valid, full fine.  
Ticket #004328 & 004416 was voted as valid, full fine.  
Ticket #004558 was voted as valid, full fine.  
Ticket #003983 was voted as valid, full fine.  
Ticket #005815 was voted as valid, full fine.

The Faculty and Staff Appeals Committee will meet again on April of 2010.

**Committees Reporting to the Administrative Council**  
**2009-2010**

<b>Committee</b>	<b>Committee Chair or Ex Officio</b>
Advisory Committee on Patents and Copyrights	Dr. Michael Best
Athletics Committee	Mr. Steve Smith
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Institutional Committee for the Care & Use of Laboratory Animals in Experimentation	Dr. Steven Hayslette
Institutional Review Committee for the Protection of Human Subjects	Mr. Michael Clark
Military Affairs Advisory Committee	Dr. Patrick Reagan
Public Media Committee	Mr. Marc Burnett (ex officio)
Sports Hall of Fame Committee	Mr. Mark Wilson (ex officio)
Student Affairs Committee	Mr. Kendall Knight
University Art Committee	Ms. Jeanne Brady
University Committee on Buildings and Grounds	Dr. Doug Airhart
University Committee on Student Financial Aid	Dr. G. Kim Stearman
University Judicial Council	Mr. Charlie Macke
University Safety and Environmental Committee	Mr. Charlie Macke
University Strategic Planning and Assessment Committee	Dr. Claire Stinson

## MEMORANDUM

**TO:** Dr. Mohamed Abdelrahman, Chairperson, Administrative Council

**FROM:** Dr. Steven Hayslette, Chairperson, Institutional Animal Care and Use Committee

Dr. Francis Otuonye, Associate Vice President of Research and Graduate Studies, Executive Officer

**DATE:** March 29, 2010

**SUBJECT:** Annual Report

The 2009-2010 Annual Report for the Institutional Committee for the Care and Use of Laboratory Animals in Experimentation is attached for review by the Administrative Council. If there are any comments or questions about the Report, please contact the Chairperson (x3146) or Dr. Francis Otuonye, Executive Officer (x3233).

SH: FO:

attachment(s)

# INSTITUTIONAL COMMITTEE FOR THE CARE AND USE OF LABORATORY ANIMALS IN EXPERIMENTATIONS

## 2009-2010 Annual Report

### **I. Introduction/Governance**

The Institutional Committee for the Care and Use of Laboratory Animals in Experimentation is a University standing committee operated through the Office of Research and Graduate Studies and reports to the Administrative Council.

This Committee is federally regulated; hence it must comply with both Federal and State regulations as well as meet campus requirements. These three entities must NOT be in conflict with one another.

### **II. Responsibility**

The Committee develops and recommends policy to the University, in accord with federal and state policy, on matters pertaining to the welfare of animals used in research and related activities and implements those policies when they are approved.

### **III. Membership**

The Committee is composed of eight (8) members—six (6) from the campus and two (2) from the community. The members are:

Dr. Gerald Barker (veterinarian)	Ms. Tammy Howard
Dr. Wesley L. Henry (clergy/ethicist)	Dr. Chris Brown
Dr. Bruce Greene	Dr. Christy Killman
Dr. Steve Hayslette	Dr. Jessica Matson

Dr. Steve Hayslette serves as chair of the committee.

Dr. Francis Otuonye, Associate Vice President of Research and Graduate Studies, serves as the Executive Officer.

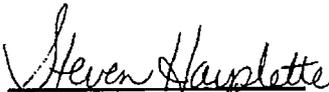
### **IV. Meetings/Activities**

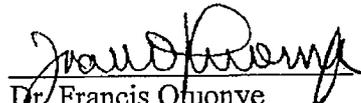
#### **A. Meetings**

The Committee regularly schedules one meeting each semester. Called meetings are held in addition to the regular meeting when deemed necessary. This year the Committee held two regular meetings, on 17 September 2009 and 18 March 2010, at 11:00 A.M. No called meetings were held.

B. Activities

1. *Laboratory Inspections*  
Inspections of TTU lab facilities housing animals for research or teaching purposes are conducted twice annually, in accordance with national and institutional guidelines. Laboratories were inspected on 21 September 2009 and 22 March 2010. Reports of these inspections are kept on file in the Office of Research and Graduate Studies; copies were sent to supervisors of the respective animal laboratories.
2. *Research Proposal Evaluation*  
One application for the use of animals in research was reviewed by the Committee during the 2009-2010 academic year. This application, from Dr. Chris Brown and Ms. Ponda Armstrong from the Department of Biology, was approved.
3. *Revision of Application Form*  
Revision of the form used to submit applications to the committee for animal use was completed, and a revised form was presented to the committee at the Spring 2010 meeting. The committee approved the revised form, which will now be used for all new applications for animal use. The form will be available via the committee website.
4. *Committee Name Change*  
At the Spring 2010 meeting, the committee considered and approved a proposal to modify the name of the committee to conform to federal guidelines and standard nomenclature used at most other institutions. The committee is now the Institutional Animal Care and Use Committee (IACUC).

  
Dr. Steven Hayslette  
Chairperson

  
Dr. Francis Otuonye  
Executive Officer

# INSTITUTIONAL REVIEW COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS

2009-10 Annual Report  
March 23, 2010

## I. Introduction

The TTU Institutional Review Committee for the Protection of Human Subjects, or IRB, is a standing university committee operating through the Office of Research and reporting to the Administrative Council.

The IRB develops and recommends policy to the university, in synchronization with federal regulations, on matters pertaining to the welfare of human subjects used in research, and implements those policies when approved. The main task of the IRB is to review research proposals involving human subjects, assess potential risks to those subjects, and insure compliance with federal and TTU regulations regarding the protection of human subjects. Risks may involve physical, psychological or legal consequences, as well as violations of privacy and confidentiality.

Proposals classified as exempt do not pose any risk to the participants. They are reviewed by a department review committee chair or designee, and filed by the Office of Research. Proposals eligible for expedited review present some risk to the participants, so they are reviewed by three members of the IRB. The IRB has formulated standard, uniform guidelines for classifying proposals for expedited review. Proposals that require review by the full IRB present a high level of risk. Each member of the IRB receives and examines a copy of a proposal for full review, and the full IRB deliberates and makes a decision at one of its regular meetings.

## II. Membership

During the 2009-2010 year, the committee has 11 members. Of those 11 members, ten are TTU faculty, and one member is the community representative. The Associate Vice-President for Research serves as the executive officer. Members are:

Mr. Michael Clark, IRB Chair, Department of Music and Art  
Dr. Francis Otuonye, Executive Officer  
Dr. Shannon Collins, Department of Curriculum and Instruction  
Dr. Jann Cupp, Department of Counseling and Psychology  
Dr. Linda Giesbrecht-Bettoli, Department of Counseling and Psychology  
Dr. Don Loskot, Department of Counseling and Psychology  
Dr. Sheila Green, School of Nursing  
Dr. Lisa Zagumny, Department of Curriculum and Instruction  
Dr. Lachelle Norris, Department of Sociology and Political Science  
Dr. Shannon Morgan, Department of Counseling and Psychology

Dr. Lenly Weathers, Department of Civil and Environmental Engineering  
Mr. James Rogers, Community Representative

### III. Meetings and Activities

The committee is scheduled for regular meetings twice each semester, on the first Monday of a given month, at 1:30 pm. The committee met on September 14, 2009, November 2, 2009, and January 25, 2010. The final meeting of the academic year is set for April 5, 2010.

To date for the academic year 2009-2010, including summer, 2009, the Office of Research has processed 210 exempt proposals. The IRB has not conducted any full reviews, not having encountered any proposals which meet the federal guidelines for requiring a full review. Members of the IRB have reviewed 27 proposals for expedited review. As of March 23, 2010, 7 of these were approved on first submission, 1 was rejected, 11 were approved pending minor revisions, and 7 were required to be revised and resubmitted for additional review. One proposal is currently under review. Each of the proposals submitted and resubmitted for expedited review must be reviewed and approved by three committee members.

Since many proposals are submitted which relate to educational strategies and evaluations conducted as part of regular classroom activities, our guidelines were revised to more accurately pinpoint those proposals which do not present risk and therefore qualify for exempt review. Many of these proposals are now classified as exempt. As a result, the number of proposals for expedited review is lower than that of the previous year.

The IRB uses Form A, an informational form which must be submitted for all proposals, and Form B, a form used for proposals anticipating expedited or full board review. The committee has repeatedly revisited and modified these forms to (a) make them clearer and more understandable to the persons completing them; and (b) to structure responses to be more useful to reviewers.

The committee approved a name change, pending approval from the Administrative Council, in conformance with federal guidelines and standard nomenclature.

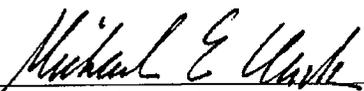
The committee has developed and refined written procedures for all of its activities in compliance with Federal regulations. Specifically, the committee has developed written procedures to ensure compliance with federal regulations and to begin preparations to apply for accreditation. These include the following:

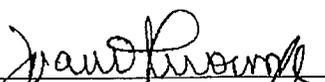
1. The procedures which the IRB will follow for conducting its initial review of research;
2. The procedures which the IRB will follow for conducting its continuing review of research;

3. The procedures which the IRB will follow for reporting its findings and actions to investigators and the institution;
4. The procedures which the IRB will follow for determining which projects require review more often than annually;
5. The procedures which the IRB will follow for determining which projects need verification from sources other than the investigators that no material changes have occurred since previous IRB review;
6. The procedures which the IRB will follow for ensuring prompt reporting to the IRB of proposed changes in a research activity, and for ensuring that such changes in approved research, during the period for which IRB approval has already been given, may not be initiated without IRB review and approval except when necessary to eliminate apparent immediate hazards to the subject; and
7. The procedures which the IRB will follow for ensuring prompt reporting to the IRB, appropriate institutional officials, and Department or Agency head, and the Office for Human Research Protections (OHRP) of any:
  - Unanticipated problems involving risks to subjects or others;
  - Serious or continuing noncompliance with 45 CFR Part 46 or the requirements or determinations of the IRB; and
  - Any suspension or termination of IRB approval.

The committee has begun the process of circulating and reviewing proposals in digital format. As a result, the committee has implemented procedures that reduce the number of copies of any IRB application that must be submitted to the Office of Research for either exempt or expedited review of applications. Formerly, two copies of the application materials had to be submitted for exempt review and four copies of the application materials had to be submitted for expedited review. The new procedures require that only one copy be submitted for applications that require either exempt or expedited review. The process of moving towards a paperless approach is a gradual one that, when fully implemented, will speed review turnaround times and is already beginning to save physical resources.

Respectfully Submitted:

  
\_\_\_\_\_  
Michael Clark, Chair

  
\_\_\_\_\_  
Dr. Francis Otuonye, Executive Officer



MEMORANDUM:

TO: Chairperson, Administrative Council

FROM: Patrick D. Reagan, Chair, Military Affairs Advisory Committee

DATE: March 31, 2010

SUBJECT: Annual Report of Committee

During the 2009-10 academic year, the Military Affairs Advisory Committee held three meetings.

1. At the September 17, 2009, meeting, Sue Goss, 2008-09 Chair, welcomed the members present and gave an overview of the committee. Regarding an administrative note, on June 30, 2009, Peggy Rittenberry, longtime secretary retired. On July 1, Kaye Loftis stepped in as her successor. Newly assigned Professor of Military Science, Lieutenant Colonel Scott Dickey (arrived on campus summer 2009) provided an update on the ROTC program. The agenda included:

- Cadet Command Transformation update: TTU ROTC has been moved from 5th Brigade at Fort Jackson, SC to 7th Brigade at Fort Knox, KY. 7<sup>th</sup> Brigade will consist of over 40 universities in Kentucky, Tennessee, Ohio, Illinois, and Michigan.
- Program Growth:
  - a. Scholarships: This year TTU ROTC has received 16 four-year scholarships.
  - b. Student Increase: This year the ROTC battalion has 112 cadets, 14 of which are females.

Approximately 43 of those have contracted with ROTC.

- c. Report on cadets who had completed summer camps and Army Training courses
  - ROTC Fall Calendar Events
  - Battalion Issues: Growth increase is to encourage new nurse prospects, Leadership Training course attendance. Incentives for nurses include additional \$15,000 per year of active duty signed for.
  - Committee - Election of new committee chair, Patrick Reagan, was unanimous.

2. The November 12, 2009, meeting was re-scheduled for December 3, 2009.

3. The December 3, 2009, meeting was re-scheduled for December 10, 2009 due to presence of the Tennessee Secondary Schools Athletic Association (TSSA) Blue Cross [Football] Bowl requiring use of campus parking for teams, coaches, families, and fans.

4. At the December 10, 2009, meeting Chairperson Patrick Reagan welcomed the committee. LTC Scott Dickey gave the committee updates on the ROTC Cadre Manning situation. The cadre will be losing MAJ Jim Reed, MAJ Ron Pepin, and SGT James Street at the end of this academic year. They will be succeeded by MAJ Martin, CPTN Ison, and SGT Mallo during the Spring 2010 semester.

LTC Dickey reviewed four-year high school scholarships, spring enrollment in the program, and highlights of ROTC battalion events held during the Fall 2009 semester both on campus and in the community. MAJ Jim Reed spoke about efforts at increasing awareness of career opportunity paths for students as Army officers.

5. The February 4, 2010, meeting was canceled,

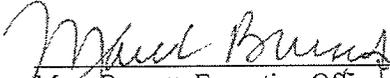
6. The committee will hold its final scheduled meeting of the academic year on April 15, 2010.

Public Media Committee  
Annual Report  
2009-2010

Membership

Mr. Marc Burnett, Executive Officer  
Mr. Rob Schabert  
Ms. Bobbie Maynard  
Dr. Heidemarie Weidner  
Mr. Tony Marable  
Dr. Brenda Wilson  
Dr. Frank Stapor  
Dr. Russell Witcher  
Dr. Kristin Walker  
Mr. Robert Owens  
Mr. Matthew Gann  
Mr. Lawrence Haas  
Ms. Caroline Harlan  
Mr. Will Walker

The committee did not meet this year due to lack of agenda items.

  
\_\_\_\_\_  
Marc Burnett, Executive Officer  
3/16/2010



Department of Athletics  
Box 5057 • 1100 McGee Blvd.  
Cookeville, TN 38505-0001  
931-372-3940 • Fax: 931-372-3114  
TTUsports.com

## MEMORANDUM

TO: Chairperson, Tennessee Tech Administrative Council

FROM: Mark Wilson, Chairman, Sports Hall of Fame Committee

DATE: March 2, 2009

SUBJECT: SPORTS HALL OF FAME ANNUAL REPORT FOR 2009-2010

A handwritten signature in black ink, appearing to read "Mark Wilson", written over the "FROM:" line of the memorandum.

The TTU Sports Hall of Fame Committee met on August 27, 2009, to consider candidates for entry into the TTU Sports Hall of Fame. The Committee selected the following individuals as 2009 Hall of Fame Inductees:

- 1) Dena Adams Fairley (Women's Cross Country/Track 1994-1997)
- 2) Jim Bishop (Football, 1968-1971)
- 3) John Moorhead (Football, 1955-1958)
- 4) Tony Stone (Football)
- 5) Branon Vaughn (Football, 1995-1999)

These five individuals were formally inducted into the TTU Sports Hall of Fame at the Sports Hall of Fame Dinner on Friday evening, October 31<sup>st</sup>, 2009.

# Memo

**To:** Administrative Council

**From:** Ed Boucher, Executive Officer, Student Affairs Committee



**Date:** February 26, 2010

**Re:** Student Affairs Committee – 2009-2010 Annual Report

**The Student Affairs Committee met on the following dates:**

October 1, 2009  
November 5, 2009  
December 3, 2009

**The members of this committee are:**

Ed Boucher  
Jadwiga Dolzycki  
Julie Galloway  
Jonathan Hagar  
Tyler Jones  
Susan Lafever  
Charlie Macke  
Hank Mannle  
Sarah Perkins  
Amanda Qualman  
James M. Stewart  
Camille Woods

Daniel Badoe  
Hank Duvier  
Carolyn Gernt  
Laura Horton  
Kendall Knight  
Regina Lee  
Susan Maddux  
Robert Owens  
Kristie Phillips  
Kathryn Rust  
Ashley Wisekal  
Jed Young

Following are highlights of past meetings:

**October 1, 2009**

1. Kendall Knight was elected as chairperson for the 2009-2010 academic year.
2. Subcommittee appointments were distributed.

Student Affairs Committee  
February 26, 2010  
Page 2

1. Approval of constitution for student organization, TTU Unix Users Group (TUG)

**November 5, 2009**

1. Approval of constitution for student organization, Men's Volleyball Club
2. Approval of constitution for student organization, Mu Phi Epsilon

**December 3, 2009**

Approval of constitution for student organization, Salt-N-Light Student Union (SNL)



---

Ed Boucher, Executive Officer

/dew

**University Art Committee  
Annual Report  
2009-2010**

**Membership**

Mr. Marc Burnett, Executive Officer  
Dr. Mike Birdwell  
Mrs. Marilyn Gray  
Dr. Jane Liu  
Ms. Jeanne Brady, Chairperson  
Ms. Regina Lee  
Mr. Dustin Rawls  
Mr. Wayne Sadler  
Ms. Kimberly Winkle  
Dr. Carol Ventura  
Dr. Pat Coleman  
Dr. Mary Pashley  
Mr. Vince Pitelka  
Dr. Barry Stein  
Dr. Martha Kosa  
Dr. Cathy Cunningham  
Ms. Sarah Perkins  
Ms. Jill Williams

**Meetings**

The University Art Committee met on October 13, 2009, in the Joan Derryberry Art Gallery. Marc Burnett, Executive Officer, called the meeting to order at 11:00 a.m.

The committee discussed how to improve the art gallery and make it more interactive with the students and faculty of the university. The committee also discussed replacing the floor in the art gallery.

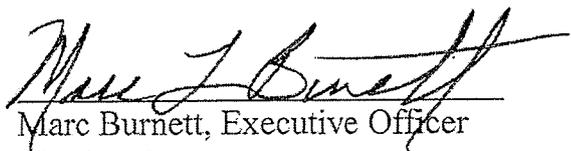
The art gallery has received up to \$20,000 from center stage to purchase new flooring. Ms. Brady will get samples for the committee members to view and make a decision.

The committee decided to come up with a list of the gallery needs throughout the year (ex. Painting twice a year).

The committee decided to display campus faculty and student artwork in the gallery during the summer. They agreed to look for ways to advertise the gallery in the future.

The committee decided that all art work should be delivered to the Art Gallery in the University Center. It is the responsibility of the artist to make sure artwork is delivered to the correct place.

The University Art Committee also discussed the need for responsible students, preferably a student interested in art, working for the gallery. The committee also discussed the option of hiring a graduate assistant to work in the gallery.

A handwritten signature in black ink, appearing to read "Marc J. Burnett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Marc Burnett, Executive Officer

3/16/2010

ANNUAL REPORT  
UNIVERSITY COMMITTEE ON BUILDINGS AND GROUNDS  
2009-2010  
March 26, 2010

The University Committee on Buildings and Grounds scheduled and held four meetings during the 2009-10 academic year:

September 24, 2009  
November 12, 2009  
January 28, 2010  
March 25, 2010

Committee members included:

Douglas Airhart	Ali Alouani	Mike Birdwell
Tiffany Davidson	Rhonda Folio	Mark Greenwood
Jonathan Hagar	Greg Haynes	Jon Jonakin
Charlie Macke	Will Nelson	Tiff Rector
Ben Shannon	Gay Shepherd	Will Walker

Cathy McGlamery replaced by Mr. Jim Sullivan at the January 28 meeting

Dr. Douglas Airhart served as chairperson, and Dr. Michael Nivens was the Executive Officer for the committee. Ms. Vickie Pittman served as Recording Secretary.

The following subcommittees were formed:

Campus Beautification  
Mark Greenwood, Chair  
Douglas Airhart  
Tiffany Davidson  
Ben Shannon

Campus Parking & Traffic  
Gay Shepherd, Chair  
Charlie Macke  
Tiff Rector  
Will Nelson  
Jonathan Hagar  
Rhonda Folio

Campus Security  
Gay Shepherd, Chair  
Kathy McGlamery  
Jon Jonakin  
Charlie Macke

Recreational Facilities  
Ben Shannon, Chair  
Rhonda Folio  
Greg Haynes  
Will Nelson

Structural Change  
Tiffany Davidson, Chair  
Ali Alouani  
Mike Birdwell

The committee discussed various items and made the following changes/recommendations:

Based on request from the Administrative Council, a No Smoking No Tobacco Policy was devised and presented, and it was acted upon favorably. Effective January 1, 2010, TTU officially became a smoke-free/tobacco free campus.

A portion of the street between Matthews/Daniel and Memorial Gym, but only in front of the new University Police building became a two-way street. The Grounds crew bumper marked parking on the remaining 1-way portion of the street.

The Committee disbanded the Subcommittee on Structural Change, as this is no longer within the jurisdiction of the Committee.

The Committee endorsed the concept of developing a Security Camera Policy and Procedures.

  
Michael Nivens, Executive Officer

MAR 25 2010

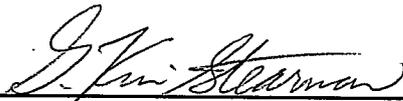
**Tennessee Technological University  
Student Financial Aid Committee  
Annual Report 2009-2010**

The TTU Student Financial Aid Committee convened on March 16, 2010 for the 2009/10 Academic Year. The agenda included the election of a chairperson along with presentations by the committee's executive officer.

- Introduction of New Financial Aid Office Personnel
  - Reported Annual Statistics for Campus Outreach
    - College Goal Sunday
    - High School Workshops
    - Facebook Presence
  - Reported on New Staff
    - Reorganization of Office Responsibilities
  
- Review of Audits
  - Federal Audit
  - TSAC/ State of Tennessee Audit
  
- Review of 2009-10 Financial Aid Data
  - Types and Amounts of Awards by funding source
  - Results of Work Study Analysis
  - Campus Based Awards Overview
  - Disbursement of Excess Aid, Direct Deposit vs. Paper Check
  
- Other Issues
  - Move to 3-year Cohort Default Rate
  - Access to Financial Aid for Books
  - ADP Consortium and Athletic Impact
  - Economic Stimulus Package Funding
  - Election of Chair: Dr. Patrick Reagan was elected Chair

**Recommendation**

It is the recommendation of the committee that any move toward a book voucher agreement between the University and Barnes & Noble should encompass the use of federal funds to purchase books.



Dr. G. Kim Stearman, Professor of Agriculture  
Chairman



# Memo

**To:** Administrative Council

**From:** Charlie Macke, Chair, University Judicial Council

**Date:** February 26, 2009

**Re:** Annual Report 2009-2010 Academic Year

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The University Judicial Council met on the following dates:

September 30, 2009

October 14, 2009

The members of this committee are:

Charles Carnal

Susan LaFever

Linda Lerner

Charlie Macke (chair)

Jeff Roberts

Zachary Wilcox

Jed Young

Following are highlights of past meetings:

September 30, 2009

Distribution and discussion of orientation materials:

- Disciplinary System Manual
- Annual Report 2008-2009 Academic Year
- Summary of Judicial Cases for 2008-2009

October 14, 2009

- Preside over student disciplinary hearing



Charlie Macke, Chair



**ANNUAL REPORT  
UNIVERSITY SAFETY & ENVIRONMENTAL COMMITTEE  
2009-2010  
MARCH, 2010**

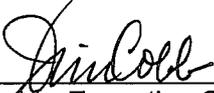
The University Safety & Environmental Committee scheduled four meetings during the 2009-2010 academic year. A quorum was not present for the September 22, 2009 meeting and our final meeting of February 23, 2010 was cancelled due to lack of agenda items. The two meetings that were held, October 27, 2009 and January 26, 2010 took place in Johnson Hall Room 102.

Committee Members include:

Dr. Dale Ensor, Ex-officio  
Mr. Charlie Macke, Chairperson  
Mr. Jim Sullivan  
Mr. Mike Cowan  
Ms. Gay Shepherd  
Ms. Monica Greppin  
Mr. Chester Goad  
Dr. Lenly Weathers  
Dr. Shannon Collins  
Dr. Gretta Stanger  
Dr. Chris Brown  
Mr. Kevin Thompson  
Mr. Kevin Burchett  
Mr. Dennis Parker  
Ms. Trenda Eldridge  
Mrs. Barbara Glasscock  
Ms. Laura Mullican, student  
Ms. Azurae Johnson, student

Mr. Charlie Macke served as Chairperson and Mr. Jim Cobb served as the Executive Officer for the committee. Mrs. Jody Webb provided staff support services. We also welcomed one new member to the committee, Mr. Jim Sullivan, Director of Buildings and Grounds at the Craft Center.

The committee discussed various items including the TDEC/EPA inspection that was conducted this past July, the results of the inspection, along with the compliance efforts that are being implemented. Also discussed was the broadcast email soliciting volunteers to staff a POD site on campus, H1N1 vaccine clinics, tornado warning procedures and the concern about pedestrian visibility near the round-a-bout in front of Nursing & Health Services. A request was forwarded to Facilities Services asking the rose bushes be trimmed lower so that drivers can see pedestrians in the crosswalk.

  
\_\_\_\_\_  
Jim Cobb, Executive Officer

## Joint Committee for Planning and Budget

- President Bell appointed a committee of approximately 30 individuals representing all areas of the campus to begin the strategic planning process for 2010-2015 and to provide input on the more immediate issues of budget planning.
- The committee has met regularly to discuss fiscal year 2010-2011 budget implications as information on projected state funding levels was provided by THEC and TBR.
- President Bell provided the committee with planning assumptions and identified topics he felt should be considered for the 2010-2015 planning cycle:
  - The university's commitment to the life-long success of its students must be maintained
  - Core processes in teaching and learning must be protected
  - Increased emphasis on graduation and retention rates must frame much of the planning
  - Continued enrollment growth and a commitment to maintaining academic quality must be part of the plan
  - The strategic plan should guide the university's actions related to budget decisions, capital space allocation, and setting priorities for the academic master plan and the upcoming capital campaign
  - The committee should consider new initiatives related to
    - Enrollment and access
    - Academic programs
    - Center for Regional Development
    - Research and graduate studies
    - New facilities
    - Stimulus/IT infrastructure
    - Centennial capital campaign and celebration
- Committee members provided input into strengths, weaknesses, opportunities and threats (SWOT) analysis as a framework for developing goals and objectives for the next five years. A strategic planning website has been developed ([www.tntech.edu/strategicplanning](http://www.tntech.edu/strategicplanning)) and the SWOT analysis posted for review and input from the broader campus community. An anonymous online submission form has been developed to allow all TTU employees to provide their own suggestions for the SWOT analysis.
- Sub-committees have been formed to develop goals and strategic objectives specific to TTU for consideration by the larger committee. TTU goals and objectives will be incorporated into the TBR strategic plan's key priorities: access, quality, student success, and resourcefulness/efficiency.

Submitted by: Dr. Claire Stinson, Vice President for Planning and Finance