

Administrative Council

Tennessee Technological University

Minutes

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April 2, 1997

Members Present

Ed Boucher	Regina Lee
Evans Brown	Alice Mason
Marc Burnett	Linda Maxwell
Emily Campbell	Leo McGee
Rodney Carlson	Mike Nivens
Dennis George	Terry Rector
Linda Giesbrecht-Bettoli	William Schrader
LaNada Harding	James Monroe Stewart
Janell Hawkins	George Swisher
Paul Isbell	Noel Tolbert
Roger Jones	Angelo Volpe
Homer Kemp	Dale Wilson
David Larimore	

Members Absent

Karen Adams	S. Deivanayagam
Sue Bailey	Darrell Jennings
S. K. Ballal	Jeff Marquis
Whewon Cho	David Narrie
Virginia Chaffin	Barbara Reynolds
Cathy Cunningham	Paul Semmes

Others Present

Bob Bode	Pat King, Resource Person
Jim Cobb	Dean Richey for Karen Adams
David Heeks	Kathryn Rust
Ray Holbrook	Natalie Treadway

Summary of Proceedings

Approved the agenda as amended.

Approved the Minutes of February 26, 1997.

Approved submitted Annual Reports.

Approved change in University Planning Committee Procedures.

Mr. Ed Boucher gave a follow up report from the University Safety and Environmental Committee.

Approved Buildings and Grounds recommendation to change 30-minute parking spaces behind Mattie Sue Cooper Hall and curb parking in front of Jobe and Marshall Halls to 60-minute parking.

Mr. Terry Rector gave a report on positions.

Tabled recommendation from Buildings and Grounds regarding smoking policy.

Approved SGA Bills III, IV, and V.

Chairperson Stewart named persons for an ad hoc Committee on Updating Policies and Procedures.

Proceedings

James Monroe Stewart, Chairman, called the meeting to order at 3:00 p.m. in the President's Conference Room.

Dr. Volpe announced that Cathy Cunningham's mother passed away and funeral services are in Red Boiling Springs. Also, Loretta Howard's father passed away and his services are in Crossville.

Dr. Volpe announced that this is Dr. Stewart's last meeting as Chairperson of the Administrative Council. He commended him for an excellent job and said it has been a pleasure to work with him. He also congratulated Evans Brown as the new chair and said that he looks forward to working with him.

Approval of the Agenda

Dr. Stewart asked the following items be withdrawn from the agenda: Change of Procedures from the Faculty Research Committee (requested by Dr. Jerry Ayers), Proposed Constitution and By-Laws of Reformed

University Fellowship, Proposed Constitution and By-Laws of Student Environmental Action Coalition, and Proposed Constitution and By-Laws of Circle K International. The last three items did not need Administrative Council approval since they are student organization by-laws. Dr. Kemp MOVED approval of the agenda with Dr. Schrader SECONDDING. MOTION CARRIED.

Approval of Minutes

Dr. Schrader MOVED approval of the minutes of February 26, 1997 with Dr. Swisher SECONDDING. MOTION CARRIED.

Approval of Submitted Annual Reports

Dr. Kemp MOVED approval of all submitted annual reports with Dr. George SECONDDING. MOTION CARRIED. The annual reports approved were: Chapter 606 Student Monies Allocation Committee, Commission on the Status of Blacks, Faculty and Staff Traffic Appeals Committee, Commission on the Status of Women, Institutional Committee for the Care and Use of Laboratory Animals in Experimentation, Institutional Review Committee for the Protection of Human Subjects, Military Affairs Advisory Committee, Public Media Committee, Student Affairs Committee, Student Financial Aid Committee, University Advancement Committee, University Art Committee, University Committee on Buildings and Grounds, University Safety and Environmental Committee, and University Space Utilization and Allocation Committee.

Change in University Planning Committee Procedures - Dr. Robert Bode

Dr. Bode said the University Planning Committee had voted to amend its procedures to include the Director of the D.W. Mattson Computer Center as an ex officio member and asked that the Administrative Council approve this recommendation. Dr. Wilson MOVED approval of the recommendation with Mr. Isbell SECONDDING. MOTION CARRIED.

Follow Up from University Safety and Environmental Committee - Mr. Ed Boucher

Mr. Boucher said at the January 26, 1997 meeting of the Administrative Council, the question of what emergency information should be put on telephones was referred to the University Safety and Environmental Committee. Upon review, the University Safety and Environmental Committee recommends to the Administrative Council that stickers be placed on all telephones with the appropriate emergency information.

Based on how the E-911 system operates, the emergency telephone numbers with a reminder to stay on the line, should be placed on all telephones. When a telephone number is given, E-911 can pull the address up on their computers.

Stickers will be purchased from funds in Plant Operations and Plant Operations and Housing will coordinate getting numbers on phones. Students would dial 9-ACCESS CODE-911. All others would dial 9-911. Dr. Schrader asked if a number instead of the words "ACCESS CODE" could be used. He said a worker in the building would not know what an "ACCESS CODE" was. Mr. Boucher said they would put a number in place of the words "ACCESS CODE. Dr. Schrader MOVED to accept the recommendation with Dr. Kemp SECONDING. MOTION CARRIED.

Buildings and Grounds Recommendation - Dr. Mike Nivens

Dr. Nivens said the University Committee on Buildings and Grounds met on March 6, 1997 and unanimously approved the recommendation to change 30-minute parking spaces behind Mattie Sue Cooper Hall and curb parking in front of Jobe and Marshall Halls to 60-minute parking. Mr. Boucher MOVED to approve the recommendation with Mr. Rector SECONDING. MOTION CARRIED.

Report on Positions - Mr. Terry Rector

In response to a question at the February 26, 1997 Administrative Council meeting, Mr. Rector handed out a position comparison that had been broken down into three different periods: July 1, 1978 to July 1, 1988, July 1, 1988 to July 1, 1996, and July 1, 1978 to July 1, 1996. This time frame was chosen because when going through the records it was discovered that the TBR has asked for consistent information each budget cycle beginning in 1988. Data prior to that period was very scarce and inconsistent. Enrollment has remained fairly constant over the 1978-1996 period with a slight increase. The numbers provided by Mr. Rector did not include the Centers of Excellence, grant funded or auxiliary enterprises positions, and did not include part-time faculty. Mr. Rector said auxiliaries must be self supporting and stand alone. The administrative category includes all professional personnel not eligible for overtime, i.e. artists, counselors, engineers, nurses, writers, librarians, etc. There have been several discussions through the years to create another category of professionals that is not typically administrative. Mr. Rector said there was an increase of administrators and faculty in the 1978 to 1988 period during which time we started a nursing program and the Academic Development Program. While there are 29 more administrators in 1996 as compared to 1988, fifteen of those positions are individuals that were already working for the university in the category of clerical and support and were reclassified. Six of

the 29 positions were added due to federal regulations for the American Disabilities Act, gender equity, and SACS accreditation. Three of the 29 were for academic support for the Computer Center and Library, two of which were funded from the Technology Access Fee. Three positions were added for the Capital Campaign which has generated in excess of \$20 million in 4.5 years, and two in Telecommunications which generates an extra \$300,000 to \$400,000 per year for the E & G Budget.

Recommendation from Buildings and Grounds Regarding Smoking Policy - Dr. Mike Nivens

Dr. Nivens said during the past few months several instances have occurred across the campus where deans and chairpersons are having to deal with second hand smoke. The Buildings and Grounds Committee was asked to call a special meeting to address this problem. During the meeting other schools were surveyed as to what they were doing as well as looking at what the issues are on second hand smoke and the state law. The Buildings and Grounds Committee decided to come up with a recommendation to revise the smoking policy. Dr. Nivens said three universities, TTU, East Tennessee State University, and the University of Memphis have a smoking policy that allows smokers to smoke in a designated area and the faculty office areas. Middle Tennessee has only a designated area and not in the faculty areas. Austin Peay and Tennessee State have taken the approach that the law as passed by the state in 1990 is not an up-to-date law and is not dealing with the second hand smoke issue. They are taking the action as a university not to have any smoking at Austin Peay and Tennessee State. The Buildings and Grounds Committee met and are recommending that smoking and use of all forms of tobacco products be prohibited in all university buildings, including residence halls, and university-owned vehicles. This does not apply to Tech Village apartments at this time. There have been no complaints from that area, but it will receive further review. The policy would be in effect at all times. Dr. George MOVED approval of the recommendation with Ms. LaNada Harding SECONDING. Dr. Schrader read from Senate Bill No. 2092 of the State of Tennessee that specifically says that the policy shall protect the rights of people who smoke and people who do not smoke provided, however, that each such policy shall provide at least one area indoors in each building where smokers are permitted to smoke. Dr. Schrader said it might be thought the law is out of date, but it is still the law. Dr. Mason agreed with Dr. Schrader that she does not feel we can decide which laws to obey and which to not obey. She was also concerned that we require freshmen and sophomores to live in the dorms and then tell them they cannot smoke in the dorms. Mr. Boucher said the current policy is that students may smoke in the rooms but not in common areas. He said 94.8% of the residents during the fall 1996 semester according to their applications were non-smokers. He

said one problem they have with second hand smoke is that residents are constantly asking to move. Dr. Kemp MOVED to Table the Buildings and Grounds recommendation and asked that President Volpe get an opinion from the attorney general of Tennessee concerning this policy being in compliance with the state law. Dr. Schrader SECONDED the Motion. MOTION CARRIED.

Proposed SGA Bill III, IV and V were approved - Ms. LaNada Harding and Emily Campbell

Ms. Harding introduced Bill V, a resolution to eliminate illegal chalk art, by the Student Government Association which says any individuals or organizations who advertise or promote themselves or their organizations on a vertical surface or elevated surface, excluding steps, will receive a warning and will be allowed 24 hours to remove the sidewalk chalk. In the event that individuals or groups do not remove the art within the 24 hour period, the penalty will be disqualification from the contest, race, or election that the individuals or groups are participating in. In the event that groups do not remove the art within the 24 hour period, the groups will be asked to pay for the cost of clean-up. This resolution will be enforced by the University Student Conduct and Disciplinary Sanctions from the Student Handbook from Section 2(0240-3-6.02)2e.

Mr. Boucher MOVED approval of the bill with Mr. Isbell SECONDDING. Dr. Schrader AMENDED the resolution to say that the groups will be required to pay for the cost of clean-up instead of will be asked to pay for the cost of clean up. MOTION CARRIED. Ms. Campbell then introduced Bill IV, a Resolution to Revise SGA By-Laws. This resolution included having a Homecoming King as well as Homecoming Queen. Revisions to the by-laws included the following articles and sections:

- Article I, Section 1, Part B
- Article I, Section 2, Part A
- Article II, Section 2, Part B
- Article II, Section 4, Part A
- Article III, Section 1, Part A.1

Additions to the by-laws were:

- Article I, Section 1, Part C
- Article II, Section 1, Part B.5
- Article II, Section 8
- Article II, Section 9
- Article III, Section 1, Part B (added by amendment)

Ms. Campbell then introduced Bill III, Resolution to Revise the SGA

Constitution. Revisions included the following articles and sections:

Sentences struck in new Constitution:

Article IV, Section 3, Part A.3
Article V, Section 3, Part D.1.d.iv.

Changes to Constitution:

Article VI, Section 5, Part A.3
Article VII, Section 5
Article VII, Section 6
Article X, Section 1

Additions to Constitution:

Article IV, Section 3, Part A.8.d.ii.
Article IV, Section 3, Part B.10
Article V, Section 3, Part D.1.a.vii.
Article VI, Section 12
Article VII, Section 3, Part A
Article VII, Section 3, Part B
Article X, Section 1, Part C

A copy of the old by-laws and constitution along with revised copies are attached to these minutes. Dr. Schrader MOVED approval of Bills III and IV with Mr. Rector SECONDING. MOTION CARRIED.

Recommendation from Chairperson Stewart Concerning ad hoc Committee on Updating Policies and Procedures - Dr. James Monroe Stewart

Dr. Stewart said the members of the ad hoc committee on Updating Policies and Procedures are Jay Banasiak, Bob Bode, Emily Campbell, Reed Cripps, Pat Gilbreath, Linda Keeton, Pat King, Regina Lee, Linda Null, Rebecca Quattlebaum, Will Schrader, Winston Walden, and Jim Westmoreland. The Chairperson of the committee will be Bob Bode.

Such Other Matters:

Dr. Stewart said there was a question at the last meeting of the

Administrative Council about whether or not the University Judicial Council is necessary. According to the Office of Student Affairs, this is a choice a student has regarding disciplinary measures and is needed.

Dr. Volpe again thanked Dr. Stewart for the excellent job he has done as Chairperson of the Administrative Council and said he looks forward to working with Dr. Evans Brown next year.

Dr. Alice Mason said she would like to thank Mr. Terry Rector for the report on positions since she was the one who brought up the question.

A MOTION was MOVED and SECONDED to adjourn. MOTION CARRIED. The meeting adjourned at 4:30 p.m.

Patricia King, Resource Person