

## **Administrative Council**

### **Tennessee Technological University**

#### **Minutes**

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**February 26, 1997**

#### Members Present

S. K. Ballal	David Larimore
Ed Boucher	Regina Lee
Evans Brown	Alice Mason
Marc Burnett	Linda Maxwell
Virginia Chaffin	Leo McGee
S. Deivanayagam	David Narrie
Dennis George	Terry Rector
Linda Giesbrecht-Bettoli	Barbara Reynolds
LaNada Harding	William Schrader
Janell Hawkins	Paul Semmes
Paul Isbell	James Monroe Stewart
Darrell Jennings	George Swisher
Roger Jones	Angelo Volpe
Homer Kemp	Dale Wilson

#### Members Absent

Karen Adams	Cathy Cunningham
Sue Bailey	Jeff Marquis
Rodney Carlson	Noel Tolbert
Whewon Cho	

#### Other Present

Pat King, Resource Person

#### Summary of Proceedings

1. The agenda was approved.

2. The Minutes of January 29, 1997 were approved.
3. Received report from the Nominating Committee.
4. Approved Submitted Annual Reports.
5. The Chairman will form a subcommittee Regarding the Need for Policies and Procedures on Updating University Documents.

#### Proceedings

James Monroe Stewart, Chairman, called the meeting to order at 3:00 p.m.

#### Approval of the Agenda

Dr. Narrie MOVED approval of the agenda with Dr. George SECONding. MOTION CARRIED.

#### Approval of the Minutes

Mr. Boucher MOVED approval of the Minutes of January 29, 1997 with Dr. Narrie SECONding. MOTION CARRIED.

#### Report from Nominating Committee

Ms. Janell Hawkins thanked Dr. Stewart for his professionalism in chairing the Administrative Council the past year. She said the Nominating Committee nominates Dr. Evans Brown as Chairperson for the Administrative Council for the 1997-98 year. Dr. George SECONDED the MOTION, and Dr. Narrie MOVED that nominations cease and Dr. Brown be nominated by acclamation. MOTION CARRIED.

#### Approval of Submitted Annual Reports

Dr. Narrie MOVED approval of the submitted annual reports with Dr. George SECONding. MOTION CARRIED. The annual reports approved were: Athletics Committee, Sports Hall of Fame Committee, University Judicial Council, and University Recreation and Fitness Center Advisory Committee. Dr. Schrader said this is at least the second year the University Judicial Council has not met and asked if it is needed. Dr. Narrie said he has served on the University Judicial Council and he feels there is a legal requirement for such a committee. Dr. Stewart agreed to have this looked into.

Information and Discussion Item Regarding the Need for Policies and Procedures on Updating University Documents - A question had been raised at the November 6, 1996 meeting of the Administrative Council concerning whose responsibility it is to follow through to see that new procedures/corrections are changed and kept on file. Dr. Stewart said discrepancies do exist and he sees the issue as a complicated one not only in terms of who is responsible for ensuring that policies and procedures are updated in a timely way but what coordination must exist across divisions of the University. Mr. Burnett said he would recommend that a subcommittee look at this and report findings to the Administrative Council. Dr. Schrader said only two bodies on the campus are authorized to change policies--the Administrative Council and the Academic Council. Dr. Mason said from a personal experience in going through a grade appeal last summer, the Faculty Handbook takes precedence over the Student Handbook. Dr. Schrader said the Public Affairs Committee and the Information Technology Committee could be helpful in terms of the mechanics of how to do this but policies must come from the Academic Council or the Administrative Council. Dean Reynolds said it would be most helpful if all documents were dated. Dr. Stewart agreed to form a subcommittee to look into this matter before the next meeting of the Administrative Council.

#### Such Other Matters

Dr. Mason said a faculty member had raised a concern to her concerning the budget situation. The faculty member did some research and received numbers from the Personnel Office. She said she understands since 1989 our FTE students are up about one and a half percent. She said during the same time period, the number of staff positions have stayed about the same, the number of faculty has a decrease of 2.3 percent since 1989, and the number of administrative positions has increased 16.4 percent. She said the faculty member would like to know why faculty is down, students up, and administrators up by 16.4 percent. Dr. Volpe said administrative positions take into account every technical position in the Centers, assistant coaches, academic support in the Computer Center, and that some positions are externally mandated positions through the Federal Government. Mr. Rector said one thing that makes administrative positions look higher is through job studies some positions were changed from clerical and support to administrative level positions. Dr. Volpe asked Mr. Rector to bring figures to the next Administrative Council meeting concerning this matter.

Dr. Volpe read a presentation that Chancellor Smith gave to the Senate Education Meeting this morning where he mentioned a report card for higher education like a report card for K-12. He said we need to concentrate more on outputs rather than inputs. In this report he also

talked about the shortcomings of the position classification system especially as it pertains to administrative positions.

Ms. Hawkins asked about children attending campus classes. She was questioning this and asked the group whether or not we need a more explicit policy. Dr. Stewart circulated a notice that was distributed with the February, 1995 paychecks which states that daily/routine pre-school and after-school time by children should not be spent at the workplace. Ms. Hawkins said she would like something in writing to show students. Mr. Burnett said this is addressed on page 76 of the Student Handbook. This matter is being investigated further by Mr. Burnett and may be brought up at a later meeting of the Council.

Dr. Wilson said at the basketball games the policy is not to bring food into the Hooper Eblen Center. He said there is a concern for people with special diets, small children, etc. Dr. Larimore said most athletic events have a restriction that has to do with concessions and income but an exception could be made with people who have dietary problems.

Dr. Narrie MOVED to adjourn with Dr. Kemp SECONDING. The meeting adjourned at 3:55 p.m.

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Patricia King, Resource Person