

Administrative Council

Tennessee Technological University

Minutes

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Administrative Council

January 24, 1996

Members Present

Karen Adams	Paul Isbell
Sue Bailey	Homer Kemp
S. K. Ballal	David Larimore
Jay Banasiak	Regina Lee
Ed Boucher	Alice Mason
Evans Brown	Linda Maxwell
Marc Burnett	Leo McGee
Rodney Carlson	David Narrie
Cathy Cunningham	Terry Rector
S. Deivanayagam	Barbara Reynolds
Dennis George	William Schrader
Linda Giesbrecht-Bettoli	Paul Semmes
Helen Hawk	James Monroe Stewart
Janell Hawkins	George Swisher
Thao Hill	Angelo A. Volpe
John Hitchcock	Dale Wilson

Members Absent

Whewon Cho	Bob Bode
Jeffrey Marquis	Barbara Goodson
Mike Nivens	Pat King, Resource Person
Bill Pardue	Alex Robinson
Judith Rohr	Jim Westmoreland

Others Present

Summary of Proceedings

1. The agenda was approved as modified.
2. The minutes of November 1, 1996 were approved as distributed.
3. Mr. Alex Robinson discussed bicycle parking on campus.

4. Recommendations from Buildings and Grounds were approved.

5. Procedures for the University Planning Committee were approved as amended.

6. The World-Wide Web Publications Policy was approved.

7. A motion was approved for Administrative Council Minutes to be on Gopher.

8. SGA Bills II and 10 were deleted from the agenda.

9. University Service Pins were referred back to the Executive Advisory Committee.

10. Under Such Other Matters, a Nominating Committee for the Administrative Council was named as well as an Ad Hoc Committee to develop a policy and procedures for inclement weather. A concern was expressed concerning the TTU Salary Equity Plan.

Proceedings

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

Approval of the Agenda

Dr. Stewart requested a modification of the agenda by deleting agenda item number 8, SGA Bills II and 10, from the agenda. Mr. Burnett agreed to refer the bills to the Student Affairs Committee and to see that the Student Government Association By-Laws and Constitution are published in the Student Handbook. Dr. Schrader MOVED to approve the agenda as modified with Dr. Narrie SECONDING. MOTION CARRIED.

Approval of Minutes

Dr. Schrader MOVED to accept the Minutes of November 1, 1996 as distributed with Dean Adams SECONDING. MOTION CARRIED.

Bicycle Parking on Campus - Alex Robinson

Mr. Robinson said Safety and Security is looking at the bicycle situation each day with regard to incorrect parking of bicycles, and there should be an improvement of the problem. He said Terrell Key, Director of Custodial and Grounds, is looking at whether or not more bicycle racks are needed. Mr. Robinson said campus registration of motor vehicles for faculty, staff and students -- full-time, part-time and night -- is required and must be maintained throughout the year. Students who are taking one course credit must have a permit to operate a vehicle on the Tennessee Tech campus. He said regulations are established through the cooperative endeavors of the Student Government Association Committee on Traffic and the administration of the University. Mr. Robinson said after 4:30 p.m., students may park in faculty and staff parking spaces or at the meters without paying. Parking spaces that are not included after hours are disabled parking, spaces reserved for police, and fire lanes. Cars of people who cannot be identified through Safety and Security are the only ones that are locked down.

Recommendations from Buildings and Grounds - Mr. Boucher

Mr. Boucher said the Buildings and Grounds Committee met November 9, 1995 and unanimously approved three recommendations as follows:

1. Add one patient parking space, install signs that designate "Infirmary Patient Parking", and crosshatch the patient parking spaces.
2. Convert a 36-space strip of parking on the north side of Ellington and Warf Halls to commuter student parking during the time these buildings are closed. The spaces would revert back to men's dormitory parking when these buildings are reopened.
3. Add one handicap parking space adjacent to, but on the opposite of the crosshatching of the existing handicap spaces behind Henderson Hall. This should only eliminate one regular parking space.

Dr. Narrie MOVED approval of the recommendations by Buildings and Grounds with Dr. George SECONDED. MOTION CARRIED. Dr. Alice Mason commented that it is frustrating to look for a parking space and see several empty disabled spaces. Mr. Isbell commented that if one sees an inadequacy in parking spaces a recommendation can be made to the Buildings and Grounds Committee who will have Safety and Security

monitor the request for a period of time and make a recommendation according to what is observed.

Procedures for the University Planning Committee - Dr. Bode

Dr. Bode presented Procedures for the University Planning Committee. He said the procedures are needed because a number of planning activities in the past have been very irregular in the need for which they have had to be done but are becoming quite regular. Dr. Bode said the University Planning Committee does not have any control over the things they are asked to do. They are following instructions from the Southern Association and in many cases are enforcing something the Association has already approved. Dr. Narrie MOVED approval of the procedures with Dr. Kemp SECONDING. Dr. Schrader said under III. Members a representative from the staff is recommended to the President by the chairman of the Staff Advisory Committee and the student is recommended by the President of the Student Government Association, but the faculty members are recommended by the Vice Presidents for Academic Affairs. He suggested a friendly amendment to the motion that in the middle of III.

A. 2. after "the Vice President for Academic Affairs" be added "in consultation with the President of the Faculty Senate". Dr. Volpe pointed out that "Associated Student Body" in the procedures should be changed to "Student Government Association". Dr. Cunningham mentioned that planning for information management might be an important aspect of this planning and that the committee might want to look at adding an additional representative on the University Planning Committee. Dr. Bode said based on what the Committee has done until now it hasn't dealt with information technology at all. Dr. Bode said the Information Technology Committee works independently of the University Planning Committee and the University Planning Committee deals with items particularly assigned to it. Dr. Schrader also addressed IV. A. Chairperson of the University Planning Committee. He said most committee procedures specify that the committee will choose its own chair. Dr. Bode said the committee discussed having an elected chair as opposed to having a permanent chair. Dr. Cunningham said it might be helpful for Dr. Bode to be the Executive Officer and elect a chairperson. The MOTION was APPROVED with the friendly amendment made by Dr. Schrader.

World-Wide Web Publications Policy - Mr. Westmoreland

Mr. Westmoreland presented the World-Wide Web Publications Policy as approved by the Information Technology Committee. He suggested that the policy be adopted university-wide since material can be seen by many people both on-campus and off-campus. He said the policy could be modified as technology changes. Dean Adams MOVED approval of the policy

with Dr. Cunningham SECONDED. MOTION CARRIED.

Administrative Council Minutes on Gopher - Dr. Schrader

Dr. Schrader MOVED that the Administrative Council minutes be on Gopher with Dean Swisher SECONDED. Barbara Goodson suggested that because the Web is becoming the campus-wide information server of choice that the information be based on the WEB and still be accessible to Gopher.
MOTION CARRIED.

University Service Pins - Dr. Volpe

The Executive Advisory Committee, at its last summer retreat, discussed the service pin and it was noted that many personnel do not wear their pins, and it was suggested that more people might wear the pin if it were more attractive. The EAC then discussed the popularity of the eagle pin which the President gives out and consideration might be given to a pin with an eagle on it. The EAC then surveyed what other institutions use, and after considering a number of renderings, the top three choices were selected. The EAC is now putting the question before the Administrative Council as to whether or not there is campus interest in changing the service pin. Discussion followed and Dr. Kemp MOVED that the decision be left to the Executive Advisory Committee, which may survey the campus as to interest in designing a new service pin, and if so, follow up. Dr. Narrie SECONDED and the MOTION CARRIED.

Such Other Matters

Dr. Stewart asked Janell Hawkins to chair the Nominating Committee for the Administative Council. Appointments to that Committee along with Dr. Hawkins were Rodney Carlson, John Hitchcock, Regina Lee, and Marc Burnett.

Dr. Stewart said there has been recent motivation to develop a policy and procedures on inclement weather. The Chair of the Ad Hoc Committee will be Linda Maxwell, Director of Financial Services of the Business Office, and other members will be Jay Banasiak, who will appoint two students; Ed Boucher, Director of Housing; Bob Briggs, Associate Dean of Arts and Sciences; Marc Burnett, Vice President for Student Services; Whewon Cho, Professor of Economics, Finance, and Marketing; Cathy Cunningham, Professor of Home Economics; Susan Elkins, Director of Extended Education; Monica Greppin, Director of Public Affairs; Teresa Hall, Director of Food Services; Roger Jones, Coordinator/Collection Management and Development; Terrell Key, Director, Custodial/Grounds; Jeffrey Marquis, Associate Professor of Mechanical Engineering; Mike Nivens, Director of Plant Operations; Linda Null, Assistant Professor of

English; Larry Peach, Professor of School Services Personnel and Psychology; and Alex Robinson, Interim Director of Safety and Security.

Dr. Alice Mason raised questions on behalf of Ed Dixon and Brian O'Connor about the Tennessee Technological University Salary Equity Plan. There was considerable discussion about this matter and it was the consensus of the Council that the Salary Equity Plan Committee should convene for further discussion.

Dr. Kemp MOVED to adjourn the meeting with Dr. Carlton SECONDED. MOTION CARRIED. The meeting adjourned at 4:25 p.m.

Patricia King, Resource Person