

Administrative Council

Tennessee Technological University

Minutes

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January 29, 1997

Members Present

Karen Adams	Homer Kemp
S. K. Ballal	David Larimore
Ed Boucher	Regina Lee
Evans Brown	Jeff Marquis
Marc Burnett	Alice Mason
Virginia Chaffin	Linda Maxwell
S. Deivanayagam	Leo McGee
Linda Giesbrecht-Bettoli	Dave Narrie
LaNada Harding	Paul Semmes
Janell Hawkins	James Monroe Stewart
Darrell Jennings	Noel Tolbert
Roger Jones	

Members Absent

Sue Bailey	Terry Rector
Rodney Carlson	Barbara Reynolds
Whewon Cho	William Schrader
Dennis George	George Swisher
Paul Isbell	Angelo Volpe
Mike Nivens	Dale Wilson

Others Present

Patricia King, Resource Person
Marie Ventrice, representing George Swisher

Summary of Proceedings

1. The agenda was approved

2. The Minutes of November 6, 1996 were approved.
3. Buildings and Grounds recommendations were approved.
4. Report from Ad Hoc Committee on Class Scheduling was approved with friendly amendment.

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. Kemp SECONDING. MOTION CARRIED.

Approval of the Minutes

Dr. Kemp MOVED approval of the Minutes of November 6, 1996 with Dr. Narrie SECONDING. MOTION CARRIED.

Buildings and Grounds Recommendations

Mr. Boucher read a memorandum of November 19, 1996 from Dr. Thomas Reddick, Chairperson of Buildings and Grounds, making the following two recommendations:

1. To utilize one 10-minute parking space on the north side of the University Services Building to install the electrical transformers necessary to continue the upgrading of the university's electrical service.
2. Install an emergency telephone near the sidewalk on the tennis court side of University Drive midway between McGee Drive and Stadium Drive when funding is available.

Dr. Narrie MOVED approval of the recommendations with Dr. Larimore SECONDING. MOTION CARRIED.

Mr. Boucher then read a memorandum dated January 21, 1997 from Dr. Reddick making the following recommendations:

Change the five Child Development Laboratory (formerly TEEP) parking spaces behind Matthews-Daniel Hall to "30-

minute spaces with a special permit required" to allow parents legal parking while dropping off and picking up their children.

Replace the "Backdoor Playhouse" sign at the rear entrance of the Jere Whitson Building to its original location just above the door. Verbal approval was obtained from Carole Kuhnert, and the sign has been installed.

Dr. Kemp MOVED approval of these recommendations with Dr. Narrie SECONDING. When asked about the special permit required, Mr. Boucher said Safety and Security will issue temporary parking tags for parents and will monitor the situation. Dr. Evans Brown said when people come from behind Matthews-Daniel they sometimes take a left out of the parking lot and go left on a one-way street. Dr. Giesbrecht-Bettoli suggested putting a one-way sign at the curb where pulling out. Mr. Boucher agreed to convey this suggestion to the Buildings and Grounds Committee.

The Chairman read a memorandum to him from Carole Kuhnert dated January 21 concerning the last paragraph in the January 21 memorandum from Dr. Reddick that involves the Backdoor Playhouse which said that verbal approval was obtained from Carole Kuhnert. Ms. Kuhnert asked the Chairman to correct the statement to say that the President's approval was verbally conveyed by her. A vote was taken and MOTIONS CARRIED.

Report from Ad Hoc Committee on Course Scheduling

Dr. Kemp said an Ad Hoc Committee on Course Scheduling was appointed by the Administrative Council and would like to make the following three recommendations:

- 1) the reaffirmation of "dead hour" (TR 11:00-11:50am); and,
- 2) the reaffirmation of the traditional class times with exceptions only for four and five credit hour courses which cannot otherwise avoid crossing time slots; classes which meet after 3:00 p.m.; and labs and off-campus field experience classes such as internships, student teaching, nursing practica, etc.
- 3) the selection of a person/office or persons/offices to oversee the schedule and to ensure compliance with the preceding two recommendations.

Dr. Kemp MOVED to approve the three recommendations from the Ad Hoc

Committee with a friendly amendment to recommendation three to add that the Office of Academic Affairs be responsible for monitoring that these recommendations are followed. Dr. Narrie SECONDED the MOTION. Dr. McGee agreed to share this information with the Office of Academic Affairs and with the Deans' Council. The Chairman called the question. MOTION CARRIED.

Such Other Matters

Dr. Ventrice said when a call is made to 911 from the campus, they do not know the address of the individual calling thus sometimes causing a delay in response. She said a situation occurred where Browning Hall was mistaken for Brown Hall causing a delay. She asked if the Administrative Council could do something to cause action to be taken that all phones on campus would have a building name and address written on the front of the phone. Mr. Boucher said the University Safety Committee is working along these same lines and are about to make a recommendation. The Chairman asked that this concern be referred to the University Safety Committee for their consideration. Mr. Boucher concurred.

The Chairman said it is time to select a Nominating Committee for Chair of the Administrative Council. He asked Janell Hawkins to chair the committee and selected Marc Burnett, LaNada Harding, Roger Jones, and Regina Lee as members. He asked that they make a recommendation at the February meeting of the Administrative Council.

Dr. McGee said Dr. Barker called today from THEC and said our Environmental Science Ph.D program has been officially approved.

Dr. Kemp MOVED to adjourn with Dr. Narrie SECONDDING. The meeting adjourned at 3:30 p.m.

Patricia King, Resource Person