

## **Administrative Council**

### **Tennessee Technological University**

#### **Minutes Administrative Council October 6, 1999**

##### Members Present

Paul Bonner	Homer Kemp
Ed Boucher	Regina Lee
Karen Case	Linda Maxwell
Whewon Cho	Leo McGee
Larry Click	Allan Mills
Debbie Combs	Marilyn Musacchio
L. K. Crouch	Mike Nivens
Jann Cupp	Terry Rector
Donald Davis	Will Schrader
Edith Duvier	Natalie Treadway
Dan Fesler	Angelo Volpe
Paul Isbell	Sharon Whitney
Mancil Johnson	Dale Wilson
Jon Jonakin	

##### Members Absent

Sue Bailey	Linda Giesbrecht-Bettoli
Veronica Barger	David Larimore
Marc Burnett	Tony Marable
Mark Creter	Jeffrey Marquis
Greg Danner	Paul Semmes

##### Others Present

Marvin Barker  
Pat King, Resource Person

##### Summary of Proceedings

Approved the Agenda as Distributed.

Approved the Minutes of September 8, 1999 as Distributed.

Approved SGA Bill #16 -A Resolution to Change the Way in Which the Amendment of SGA By-Laws are Approved.

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Withdrew SGA Bill #19 - An Act to Make Campus Offices More Accessible.

Approved SGA Bill #22 - A Resolution to Increase the Funding for Student Monies Allocation Committee.

Accepted as a Matter of Information Appropriate Degree Designations on Diplomas.

Heard a Report from the ad hoc Committee on Sexual Awareness Assault.

Proceedings

Dr. Wilson announced a change in the membership of the Administrative Council. He said Donald Davis from Printing Services is replacing Kevin Edwards who is unable to attend meetings because his work day ends at 3:00 p.m., the meeting time of the Council.

Approval of the Agenda

Mr. Isbell MOVED approval of the Agenda. After receiving a Second, MOTION CARRIED.

Approval of the Minutes of September 8, 1999

Dr. Cho MOVED approval of the Minutes of September 8, 1999 with Dr. Kemp SECONDDING. MOTION CARRIED.

SGA Bill #16 - A Resolution to Change the Way in Which the Amendment of SGA By-Laws are Approved - Ms. Penny Douglas

Ms. Douglas MOVED approval of SGA Bill #16, A resolution to change the way in which the amendment of SGA By-Laws are

approved. She said the current amendment process of the SGA By-Laws can take several months before amendments passed by the Senate go into effect. The current process is from Senate to Student Affairs Committee to Administrative Council. The resolution she presented would be that by-laws may be ratified or amended by a two-thirds vote of the Senate members present and then approved by the Student Affairs Committee, saving a step by not going to the Administrative Council. Mr. Boucher SECONDED the Motion. It was pointed out that this is a resolution to change the way in which the amendment of SGA By-Laws are approved. The Student Affairs Committee would still forward requests to change University policy to the Administrative Council. MOTION CARRIED.

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SGA Bill #19 - An Act to make Campus Offices More Accessible -  
Ms. Penny Douglas

Ms. Douglas MOVED approval of SGA Bill #19 - An Act to make campus offices more accessible by requesting that offices housing more than one staff member, not including student workers, stagger their lunch schedules so offices may remain open during normal business hours. Several concerns were expressed such as security for business office cashiers when a small number of staff would be around and offices with only a couple of staff members where taking staggered lunch schedules would create other problems. Ms. Douglas was asked to define offices the SGA would like to remain open, go to the individual offices they would like to remain open to see if this is feasible, and after getting satisfactory or unsatisfactory answers from the specific offices, make a recommendation to the President. If it is feasible that offices could be open from 12:00 noon - 1:00 p.m., President Volpe would encourage them to do so. Because of the diversity of offices on campus, it was suggested that a blanket policy would not work for all offices. The Council could pass a resolution requesting the campus cooperate as much as possible but not to pass a policy that offices must comply. Many offices are already staying open during lunch. Dr. Kemp said the purpose of the Administrative Council is to recommend policies to the President. He told Ms. Douglas since this recommendation affects the general welfare of the students and is not a policy, the SGA could go

directly to the President. Based on the above information, Ms. Douglas withdrew the Motion. Dr. Volpe also told Ms. Douglas that he would have no hesitation bringing items presented to him by the SGA to the Administrative Council for discussion.

SGA Bill #22 - A Resolution to Increase the Funding for Student Monies Allocation Committee-  
Ms. Penny Douglas

Ms. Douglas said the current Student Government Fee is \$4 per semester and they are requesting that it be changed to \$10 per semester. She said the Student Government Fee is distributed by the Student Monies Allocation Committee to student organizations, and many requests cannot be funded or are partially funded due to budget limits. Ms. Douglas MOVED approval of Bill #22 with Dr. Schrader SECONDDING. Mr. Rector said once a year recommendations are made to the TBR for new fees. If a student referendum warranted such action, Mr. Burnett could make a recommendation to the TTU Business Office in the spring so a recommendation could be submitted to the TBR for the rate increase for the year 2000 or 2001. MOTION PASSED.

Appropriate Degree Designations on Diplomas - Dr. Marvin Barker

Dr. Barker reported that his office has followed up on the recommendation from Dr. Phillip Campana, Chairperson of Foreign Languages, to have specific degree designations on diplomas. The TBR reports that no institution in the system does this so there is still discussion as to whether or not it would be practical. Dr. Barker reported that the practice at Tennessee Tech has been to list on the diploma the degree and also the major if the major is not included in the degree. He said students are very committed to having their majors listed on the diplomas if the major is not part of the degree. In many departments there is a concentration within the major,

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but the faculty represented in the Academic Council does not want to go beyond the major to list the areas of concentration. The Academic Council approved this practice with the stipulation that concentrations would not be listed on the diplomas. The Administrative Council decided this was not an administrative issue and accepted it as a matter of information.

## Such Other Matters

Mr. Boucher said last spring the Chair of the Administrative Council appointed an ad hoc Sexual Assault Awareness Committee with two charges: To determine if a need exists for a campus-wide policy, and if a need does exist to develop and recommend such a policy to the Administrative Council. He reported they have held their first meeting and have determined that a need exists for a campus-wide policy. The ad hoc Committee will develop a policy and recommend it to a future meeting of the Administrative Council.

The meeting adjourned at 3:50 p.m.

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Patricia King, Resource Person