

Administrative Council

Tennessee Technological University

**Minutes
Administrative Council
Tennessee Technological University
September 2, 1998**

Members Present

Karen Adams	David Larimore
Sue Bailey	Regina Lee
S. K. Ballal	Jeffrey Marquis
Paul Bonner	Leo McGee
Ed Boucher	Allan Mills
Evans Brown	David Narrie
Mark Creter	Marilyn Musacchio
Jann Cupp	Michael Nivens
Gregory Danner	Mary Beth Odom
Penny Douglas	William Schrader
Dan Fesler	Paul Semmes
Dennis George	Jonathan Sprinkle
Charles Hickman	Noel Tolbert
Paul Isbell	Angelo Volpe
Mancil Johnson	Jason Wilds
	Dale Wilson

Members Absent

Marc Burnett	Linda Maxwell
Whewon Cho	Terry Rector
L. K. Crouch	

Others Present

S. Deivanayagam
Pat King, Resource Person
Ruby Torrey

Summary of Proceedings

Approved the Agenda as Distributed.

Approved the Minutes of April 1, 1998

Approved Proposed Drug/Alcohol Policy Regarding Use of TTU Vehicles with Amendment.

Approved Proposed Change in Procedures for Institutional Review Committee for the Protection of Human Subjects.

Request to Revise Administrative Council Procedures was referred to a Committee to be appointed by the Chair to make a recommendation to the Administrative Council.

Proceedings

Approval of the Agenda

Mr. Boucher MOVED approval of the agenda as distributed with Dean Adams SECONDDING. MOTION CARRIED.

Approval of Minutes

Dr. Schrader MOVED approval of the Minutes of April 1, 1998 with Dr. Cupp SECONDDING. MOTION CARRIED.

Proposed Drug/Alcohol Policy Regarding Use of TTU Vehicles - Dr. Leo McGee

Dr. McGee said the university has a standing policy on drugs in the workplace and in recent years there has been evidence of personnel consuming alcohol while driving University vehicles. He said as a reminder to all persons who check out University vehicles from the Motor Pool, it is suggested that the following statement be added to the Automobile Order Form a person signs when checking out a vehicle:

I will not possess or consume illicit drugs or alcoholic beverages or transport or allow anyone to be transported in this vehicle who is in possession of either illicit drugs or alcoholic beverages while this vehicle is assigned to me.

Dean Adams MOVED approval of the statement with Ms. Odom SECONDDING. Dr. Schrader suggested a friendly amendment to the statement by adding the word "unlawfully" as the fourth word in the statement for consistency thus reading:

I will not unlawfully possess or consume illicit drugs or alcoholic beverages
or transport or allow anyone to be transported in this vehicle who is in possession
of either illicit drugs or alcoholic beverages while this vehicle is assigned to me.

Dean Adams ACCEPTED the friendly amendment The MOTION CARRIED with the Amendment.

Proposed Change in Procedures for Institutional Review Committee for the Protection of Human Subjects - Dr. S. Deivanayagam

Dr. Deivanayagam said the Institutional Review Committee for the Protection of Human Subjects met and recommended a change in the procedures for consideration of the Council. The change requested is in the maximum number of members stated in III-A. The maximum number of members would be eleven instead of nine. The increase was requested to assure having sufficient members to work in panels of three on applications and avoid "conflicts of interest" as much as possible. Dr. Bonner MOVED approval of the change in procedures with Mr. Sprinkle SECONDDING. The memorandum from the Committee requesting this change also named two individuals to fill those positions. Dr. Schrader pointed out that the Council was voting on changes in the procedures and not appointing individuals to serve on the committee since committee members are appointed by the President. MOTION CARRIED.

Request to Revise Administrative Council Procedures - Dr. David Larimore

A question was addressed to the Staff Advisory Committee regarding representation of the Clerical and Support staff on the Administrative Council. After discussing the matter during the May 14, 1998 Staff Advisory Committee meeting, it was recommended by the Staff Advisory Committee that one (1) clerical and one (1) support delegate be appointed to the Administrative Council, with one (1) alternate for each. Dr. Schrader MOVED that the Chair of the Administrative Council appoint a subcommittee of the Council to study the request and bring a recommendation back to the Administrative Council as to how this request would fit into the existing procedures. Dr. Kemp SECONDED the MOTION and the MOTION CARRIED with Mr. Sprinkle abstaining.

Such Other Matters

Dr. Brown said the organizational flow chart of committees reporting to the Administrative Council is not consistent with the list of committees in the Procedures. Dr. Schrader said this is a non-substantive editorial concern and can be changed as such. Dr. Brown agreed to make the editorial changes and bring them back to the next meeting as a matter of information.

Dean Adams said in some new classes set up in the College of Education a number of people have received parking tickets. She said this was a surprise because it is her understanding that people are not usually ticketed after 4:30 p.m. or 5:00 p.m. Dr. Larimore said it is not permissible for faculty, employees, and students to operate a vehicle on campus without a permit..

Dr. Volpe said the fall enrollment is 8,215 headcount students and 7,112 FTE. While total student headcount enrollment decreased slightly, graduate student enrollment is at an all-time high, and minority student enrollment also increased significantly. The overall enrollment reflects the number of high school graduates, which statewide remained flat this past year. The universities are about where they were last year and community colleges are down slightly.

The meeting adjourned at 3:45 p.m.

Patricia King