

## **Administrative Council**

### **Tennessee Technological University**

#### **Minutes**

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**April 2, 1997**

#### Members Present

Ed Boucher	Regina Lee
Evans Brown	Alice Mason
Marc Burnett	Linda Maxwell
Emily Campbell	Leo McGee
Rodney Carlson	Mike Nivens
Dennis George	Terry Rector
Linda Giesbrecht-Bettoli	William Schrader
LaNada Harding	James Monroe Stewart
Janell Hawkins	George Swisher
Paul Isbell	Noel Tolbert
Roger Jones	Angelo Volpe
Homer Kemp	Dale Wilson
David Larimore	

#### Members Absent

Karen Adams	S. Deivanayagam
Sue Bailey	Darrell Jennings
S. K. Ballal	Jeff Marquis
Whewon Cho	David Narrie
Virginia Chaffin	Barbara Reynolds
Cathy Cunningham	Paul Semmes

#### Others Present

Bob Bode	Pat King, Resource Person
Jim Cobb	Dean Richey for Karen Adams
David Heeks	Kathryn Rust
Ray Holbrook	Natalie Treadway

#### Summary of Proceedings

Approved the agenda as amended.

Approved the Minutes of February 26, 1997.

Approved submitted Annual Reports.

Approved change in University Planning Committee Procedures.

Mr. Ed Boucher gave a follow up report from the University Safety and Environmental Committee.

Approved Buildings and Grounds recommendation to change 30-minute parking spaces behind Mattie Sue Cooper Hall and curb parking in front of Jobe and Marshall Halls to 60-minute parking.

Mr. Terry Rector gave a report on positions.

Tabled recommendation from Buildings and Grounds regarding smoking policy.

Approved SGA Bills III, IV, and V.

Chairperson Stewart named persons for an ad hoc Committee on Updating Policies and Procedures.

#### Proceedings

James Monroe Stewart, Chairman, called the meeting to order at 3:00 p.m. in the President's Conference Room.

Dr. Volpe announced that Cathy Cunningham's mother passed away and funeral services are in Red Boiling Springs. Also, Loretta Howard's father passed away and his services are in Crossville.

Dr. Volpe announced that this is Dr. Stewart's last meeting as Chairperson of the Administrative Council. He commended him for an excellent job and said it has been a pleasure to work with him. He also congratulated Evans Brown as the new chair and said that he looks forward to working with him.

#### Approval of the Agenda

Dr. Stewart asked the following items be withdrawn from the agenda: Change of Procedures from the Faculty Research Committee (requested by Dr. Jerry Ayers), Proposed Constitution and By-Laws of Reformed

University Fellowship, Proposed Constitution and By-Laws of Student Environmental Action Coalition, and Proposed Constitution and By-Laws of Circle K International. The last three items did not need Administrative Council approval since they are student organization by-laws. Dr. Kemp MOVED approval of the agenda with Dr. Schrader SECONDDING. MOTION CARRIED.

Approval of Minutes

Based on how the E-911 system operates, the emergency telephone numbers with a reminder to stay on the line, should be placed on all telephones.

When a telephone number is given, E-911 can pull the address up on their computers.

Stickers will be purchased from funds in Plant Operations and Plant Operations and Housing will coordinate getting numbers on phones. Students would dial 9-ACCESS CODE-911. All others would dial 9-911. Dr. Schrader asked if a number instead of the words "ACCESS CODE" could be used. He said a worker in the building would not know what an "ACCESS CODE" was. Mr. Boucher said they would put a number in place of the words "ACCESS CODE. Dr. Schrader MOVED to accept the recommendation with Dr. Kemp SECONDDING. MOTION CARRIED.

#### Buildings and Grounds Recommendation - Dr. Mike Nivens

Dr. Nivens said the University Committee on Buildings and Grounds met on March 6, 1997 and unanimously approved the recommendation to change 30-minute parking spaces behind Mattie Sue Cooper Hall and curb parking in front of Jobe and Marshall Halls to 60-minute parking. Mr. Boucher MOVED to approve the recommendation with Mr. Rector SECONDDING. MOTION CARRIED.

#### Report on Positions - Mr. Terry Rector

In response to a question at the February 26, 1997 Administrative Council meeting, Mr. Rector handed out a position comparison that had been broken down into three different periods: July 1, 1978 to July 1, 1988, July 1, 1988 to July 1, 1996, and July 1, 1978 to July 1, 1996. This time frame was chosen because when going through the records it was discovered that the TBR has asked for consistent information each budget cycle beginning in 1988. Data prior to that period was very scarce and inconsistent. Enrollment has remained fairly constant over the 1978-1996 period with a slight increase. The numbers provided by Mr. Rector did not include the Centers of Excellence, grant funded or auxiliary enterprises positions, and did not include part-time faculty. Mr. Rector said auxiliaries must be self supporting and stand alone. The administrative category includes all professional personnel not eligible for overtime, i.e. artists, counselors, engineers, nurses, writers, librarians, etc. There have been several discussions through the years to create another category of professionals that is not typically administrative. Mr. Rector said there was an increase of administrators and faculty in the 1978 to 1988 period during which time we started a nursing program and the Academic Development Program. While there are 29 more administrators in 1996 as compared to 1988, fifteen of those positions are individuals that were already working for the university in the category of clerical and support and were reclassified. Six of

the 29 positions were added due to federal regulations for the American Disabilities Act, gender equity, and SACS accreditation. Three of the 29 were for academic support for the Computer Center and Library, two of which were funded from the Technology Access Fee. Three positions were added for the Capital Campaign which has generated in excess of \$20 million in 4.5 years, and two in Telecommunications which generates an extra \$300,000 to \$400,000 per year for the E & G Budget.

said one problem they have with second hand smoke is that residents are constantly asking to move. Dr. Kemp MOVED to Table the Buildings and Grounds recommendation and asked that President Volpe get an opinion from the attorney general of Tennessee concerning this policy being in compliance with the state law. Dr. Schrader SECONDED the Motion. MOTION CARRIED.

Proposed SGA Bill III, IV and V were approved - Ms. LaNada Harding and Emily Campbell

Ms. Harding introd

Constitution. Revisions included the following articles and sections:

Sentences struck in new Constitution:

Administrative Council about whether or not the University Judicial Council is necessary. According to the Office of Student Affairs, this is a choice a student has regarding disciplinary measures and is needed.

Dr. Volpe again thanked Dr. Stewart for the excellent job he has done as Chairperson of the Administrative Council and said he looks forward to working with Dr. Evans Brown next year.

Dr. Alice Mason said she would like to thank Mr. Terry Rector for the report on positions since she was the one who brought up the question.

A MOTION was MOVED and SECONDED to adjourn. MOTION CARRIED. The meeting adjourned at 4:30 p.m.

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Patricia King, Resource Person