

**Administrative Council**

**Tennessee Technological University**

**Minutes  
Administrative Council  
Tennessee Technological University  
September 3, 1997**

Members Present

Karen Adams  
Roy Loutzenheiser  
S. K. Ballal  
Mark Banasiak  
Paul Bonner  
Ed Boucher  
Leo McGee  
Evans Brown

Cathy Cunningham  
Jann Cupp

Barbara Reynolds  
James Monroe Stewart  
George Swisher

#### Others Present

Jerry Ayers  
Pat King, Resource Person  
CPT Douglas Thomson  
Marie Ventrice

#### Summary of Proceedings

Approved the agenda as distributed.

Approved the Minutes of April 2, 1997.

Approved Graduate School Executive Committee Procedures Addition.

Approved change of Procedures for Faculty Research Committee.

Editorial Changes to the Constitution and By-Laws of the Society of American Military Engineers of TTU did not need Administrative Council approval.

#### Proceedings

Evans Brown, Chairman, called the meeting to order at 3:00 p.m. in the President's Conference Room at which time there were introductions of members of the Council for 1997-98. Dr. Brown then asked that the family of Dr. Jann Cupp, Administrative Council member, be remembered. Dr. Cupp's mother passed away on Friday, August 29 as the result of an automobile accident.

#### Approval of Agenda

Dr. Cho MOVED approval of the agenda with Dr. Schrader SECONDING. MOTION CARRIED.

#### Approval of Minutes

Mr. Boucher MOVED approval of the minutes of April 2, 1997 with Mr. Banasiak SECONDING. Dr. Schrader asked about the status of the smoking policy which was tabled at the April 2 meeting at

which time it was requested that President Volpe get an opinion from the attorney general of Tennessee concerning the policy being in compliance with the state law. Dr. Volpe handed out a response he had received from Bettye Springfield and announced that the Buildings and Grounds Committee also has a copy of this response. The Buildings and Grounds Committee will meet September 11 and will have a recommendation concerning the smoking policy for the Administrative Council at the October meeting. A vote was then taken on accepting the minutes of April 2, 1997. MOTION CARRIED.

#### Graduate School Executive Committee Procedures Addition

Dr. Bonner said in order to make it easier to conduct business, particularly in the summer when many faculty and students are not present, that the Graduate School Executive Committee approved the following addendum to its procedures of Item D, Section V., Conduct of Meetings:

"In determining the minimum number of members necessary for a quorum at any meeting, neither faculty members on official leave nor student members not currently enrolled will be counted." Dr. Bonner MOVED approval of this recommendation with Dr. Cho SECONDING. MOTION CARRIED.

#### Change of Procedures for the Faculty Research Committee

Dr. Jerry Ayers said the Faculty Research Committee would like to remove students from the membership and would like to modify the procedures accordingly. He said the Committee deals with issues directly related to faculty members and should not be influenced by student decisions. Dr. Cho MOVED approval of the recommendation with Dr. Ventrice SECONDING. MOTION CARRIED.

#### Editorial Changes to the Constitution and By-Laws of the Society of American Military Engineers of TTU

CPT Douglas Thomson said Article I, Section 1 of the By-Laws of the Society of American Military Engineers has been edited and the Constitution and By-Laws are ready for approval by the Administrative Council. Dr. Schrader said since this is a student organization that it should only be approved by the Student Affairs Committee and would not need approval of the Administrative Council. CPT Thomson was congratulated on the

Society of American Military Engineers being recognized as one of seven schools in the United States as a distinguished post in the nation.

#### Such Other Matters

Dr. Volpe congratulated CPT Thomson on the honor which they received and also congratulated the women's volleyball team on being second in the nation academically in grade point average. The volleyball team also won a recent tournament beating East Tennessee State, Middle Tennessee State University, U. T. Knoxville and Chattanooga.

Enrollment for Fall 1997 - Dr. Volpe said enrollment is up ninety in headcount over last year, the second highest headcount in the University's history (8,263) up 1.1 percent over last year. FTE is up about 58 or 0.8 percent. He said new student enrollment is up about 2.6 percent. Dr. Volpe said everyone across the campus has done an excellent job in this area.

Dr. Wilson said he has received comments that summer camps interrupt activities on campus and asked if the process could be improved. Dr. Volpe said camps are not university entities but are run by whoever is running the particular camp and they only utilize services of the university. It was the consensus of members of the Council that questions regarding camps should be addressed to Mr. Burnett.

Dr. Ballal asked if ADA students are clinically tested before taking forms to instructors about special testing. Mr. Boucher said Disabilities Services requires documentation of a disability before making any recommendations.

Dr. Brown said Dr. Dan Fesler will replace Dr. Rodney Carlton as