

Administrative Council

Tennessee Technological University

Minutes Administrative Council January 20, 1999

Members Present

Karen Adams	Regina Lee
Sue Bailey	Jeffrey Marquis
Paul Bonner	Leo McGee
Ed Boucher	Allan Mills
Evans Brown	Marilyn Musacchio
Whewon Cho	William Schrader
Penny Douglas	Paul Semmes
Dennis George	Jonathan Sprinkle
Charles Hickman	Angelo Volpe
Mancil Johnson	Jason Wilds
	Dale Wilson

Members Absent

S. K. Ballal	Homer Kemp
Marc Burnett	David Larimore
Mark Creter	Linda Maxwell
L. K. Crouch	David Narrie
Jann Cupp	Mike Nivens
Gregory Danner	Mary Beth Odom
Dan Fesler	Terry Rector
Paul Isbell	Noel Tolbert

Others Present

Glenn Binkley	Monique Moffett
Evelyn Chambers	Brian O'Connor
Charlie Ferrill	Rubye Torrey
Susan Goss	
Pat King, Resource Person	

Summary of Proceedings

Approved the Agenda as Distributed with Revision.

Approved the Minutes of November 4, 1998 as Distributed.

Approved SGA Bill 2 - An Act to Improve the Communication System in the Dorm with

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Friendly Amendment.

Approved Revision to the Progressive Discipline Policy.

Approved Change in Committee Procedures of the Institutional Committee for the Care and Use of Laboratory Animals in Experimentation.

Approved SGA Bill 11 - A Resolution to Allow for Vote by Proxy in Student Government Association Governed Elections.

Proceedings

Approval of Agenda

The Chairman requested substituting agenda item number 6 for item number 3 because the presenter of item 6 must leave the meeting early. He said the other agenda items will be moved down as appropriate. Dr. George MOVED approval of the revised agenda with Dr. Schrader SECONDDING. MOTION CARRIED.

Approval of Minutes of November 4, 1998

Dr. Schrader MOVED approval of the minutes of November 4, 1998 as distributed with Dr. George SECONDDING. MOTION CARRIED.

SGA Bill 2 - An Act to Improve the Communication System in the Dorms - Mr. Jonathan Sprinkle and Mr. Charlie Ferrill

Mr. Sprinkle said this bill would improve the telecommunications system in that it would allow students call waiting and caller ID to be put in place no later than the year 2000. Mr. Sprinkle MOVED approval of the bill with Dr. Schrader SECONDDING. A question was asked about the cost and Mr. Sprinkle answered that he has been told by Mr. Ferrill, Director of Telecommunications,

the system we now have is outdated and they are looking into replacing it., so this recommendation would go along with what they already plan to spend. Dr. Volpe suggested a friendly amendment to Section 3 to read as follows: This bill will be enacted no later than the year 2000 provided sufficient funding is available. Mr. Sprinkle accepted the friendly amendment. Mr. Ferrill said the phone system is very expensive and would require bids, so he does not know what the expense would be and exactly how each feature would work. He said when the current system was installed in 1985 they were told by GTE that the life expectancy would be seven or eight years for the system. The Motion Carried with the friendly amendment.

Revision to the Progressive Discipline Policy - Ms. Evelyn Chambers

The change in the progressive discipline procedure is required due to verdicts in several TBR lawsuits. The TBR General Counsel has informed all campuses that employees given any suspension without pay are entitled to a formal hearing under the Tennessee Uniform Administrative Procedure Act. As this requires an administrative law judge and is quite costly to the institution, the process has been modified, on an interim basis pending Administrative Council approval, to replace a three-day suspension with a "second and final written warning." Dr. Cho MOVED approval, with Dean Adams SECONDDING, to modify Section 21.2.2, Number 4 of the Progressive Discipline Policy as follows:

4. Second and final written warning.

Such warning must have the prior approval of the Director, Human Resource Services. The Motion Carried.

Change in Committee Procedures of the Institutional Committee for the Care and Use of Laboratory Animals in Experimentation - Dr. Susan Goss

Dr. Goss said due to a decrease in research activity involving laboratory animals, the Institutional Committee for the Care and Use of Laboratory Animals in Experimentation is recommending they have meetings once each semester. The revised change would be as follows:

V. Meetings and Attendance

- A. There shall be a minimum of one meeting of the Committee each semester. Meetings shall be held in September and in March. Special meetings may be called by the Chairperson as deemed necessary for the performance of committee responsibilities.

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

Bill 11 - A Resolution to Allow for Vote by Proxy in Student Government Association Governed Elections - Mr. Jonathan Sprinkle

Mr. Sprinkle said the bill would allow students who are student teaching or on cooperative education assignments to vote by proxy in Student Government Association governed elections. Mr. Sprinkle MOVED approval of the MOTION with Mr. Boucher SECONDING.
MOTION CARRIED.

Such Other Matters

Dr. Volpe commended Patricia King on receiving a Love Community Service Award by the Tennessee Higher Education Commission.

Mr. Sprinkle informed the Council that the SGA Bill #16 - A Resolution Concerning an Amendment of the SGA Constitution Pertaining to the Formation of House of Representatives, which passed at the November, 1998 Council Meeting will be voted on by students in the fall of 1999.

The Chairman said there are two more Administrative Council meetings this semester--February 24 and March 31. He asked that everyone be thinking about a Chair to be nominated for the 1999-2000 year. He also reminded everyone that some additional members will be joining the Council in the fall from the clerical and support staff and encouraged suggestions concerning Administrative Council Procedures.

Mr. Wilds asked if there has been any discussion concerning debit cards on campus to replace the ID card for meal tickets, etc. Mr. Binkley said debit cards have been looked at for Food Services and are not cost effective for Food Services alone. Debit cards would need to be a collaborative effort with other campus units such as vending, copying, housing and library security, etc. Student Affairs is pursuing the possibility of a debit card to replace the student ID card at some future time.

The meeting adjourned at 3:25 p.m.

Patricia King, Resource Person