

Administrative Council

Tennessee Technological University

Minutes

Tennessee Technological University Administrative Council March 27, 1996

Members Present

S. K. Ballal	Jeffrey Marquis
Jay Banasiak	Linda Maxwell
Ed Boucher	Dave Narrie
Evans Brown	Mike Nivens
Marc Burnett	Bill Pardue
Whewon Cho	Terry Rector
S. Deivanayagam	Barbara Reynolds
Dennis George	William Schrader
Helen Hawk	Paul Semmes
Janell Hawkins	James Monroe Stewart
John Hitchcock	George Swisher
Homer Kemp	Angelo A. Volpe
David Larimore	Dale Wilson
Regina Lee	

Members Absent

Karen Adams
Sue Bailey
Rodney Carlson
Cathy Cunningham
Linda Giesbrecht-Bettoli
Thao Hill
Paul Isbell
Alice Mason
Leo McGee
Judith Rohr

Others Present

Rhonda Folio
Pat King, Resource Person
Diane Ledbetter
Dean Richey for Karen Adams
Janet Spicer
Darlene Wiegand

Summary of Proceedings

1. Item 9, Unofficial Withdrawals and Potential Institutional Liabilities, was withdrawn to be referred to the Academic

Council.

2. Approved the corrected agenda.
3. Approved the Minutes of February 28, 1996.
4. Approved SGA Bill I "A Resolution to Update the Official Election Procedures in the SGA Constitution".
5. Approved SGA Bill II "A Resolution to Update the Official Election Procedures in the SGA By-Laws".
6. Approved Recommendations from the Buildings and Grounds Committee
7. Approved the Tennessee Technological University Student Athlete Handbook--Department of Intercollegiate Athletics
8. Approved Update of Policies and Procedures on Varsity Cheerleaders and Eagle Mascot--Tennessee Technological University Athletic Policies and Procedures Manual with editorial change.
9. Approved submitted annual reports
10. Approved editorial changes for the Constitution and By-Laws of the Nontraditional Students Organization

Proceedings

James Monroe Stewart, Chairman, called the meeting to order at 3:00 p.m.

Approval of the Agenda

The Chairman said that Item 9, Unofficial Withdrawals and Potential Institutional Liabilities, is being withdrawn to be referred to the Academic Council first. He also asked that Items 10 and 11 be moved to become Items 4 and 5. Dr. Schrader MOVED approval of the corrected agenda with Dr. Narrie SECONDDING. MOTION CARRIED.

Approval of the Minutes of February 28, 1996

Dr. Narrie MOVED approval of the minutes of February 28, 1996 with Dr. Schrader SECONDDING. MOTION CARRIED.

Proposed Change in Policies and Procedures for the Outstanding Professional Award - Darlene Wiegand

Ms. Wiegand said the Outstanding Professional Award Committee met on Tuesday, March 5, 1996 and proposed the following changes in Item #6 of the policies and procedures for selection of the award:

Change distribution date of nomination forms by Payroll/ Personnel from January 31 to January 15.

Change the closing date for nominations from February 28 to February 15.

Ms. Wiegand said the same time frame is involved but based on deadlines for faculty evaluations, staff evaluations, current estimates, etc., the committee felt the change in dates for this award would be helpful and give the committee more adequate time for the selection process. Dr. Narrie MOVED approval of the recommendation with Dean Reynolds SECONDING. MOTION CARRIED.

SGA Bill I "A Resolution to Update the Official Election Procedures in the SGA Constitution" - Jay Banasiak

Mr. Banasiak MOVED approval of the following changes in SGA Bill I:

Section 1: In Article VII, Section 1 of the SGA constitution in the heading, strike the words "three times" and add the word "twice".

Section 2: In Article VII, Section 1, Subsection B of the SGA Constitution, after "executive officers will be elected during the" strike "second" and add "first", then after "senators will be elected in the" strike "third", and add "second".

Section 3: Delete contents of Article VII, Section 1, Subsection D of the SGA Constitution. The following shall be added so that it now reads "If deemed necessary by two-thirds vote of the Election Commission, an extra election may be held at any time during a semester, as long as there is a clear purpose."

Section 4: In Article VII, Section 6, Subsection F of the SGA Constitution, after "QPA" add "and an information sheet with name, campus address, phone number, student ID number, e-mail address, and College of major".

Section 5: This resolution becomes effective immediately upon completion of the amendment process as defined by Article XII of the SGA Constitution which reads as follows: "...by affirmative vote of two-thirds of the members of the Senate voting, approval of the Administrative Council, and affirmative vote of two-thirds of the student body who cast ballots in any semester election."

Dr. Narrie SECONDED approval of the MOTION and the MOTION CARRIED.

The Chairman asked Mr. Burnett if the SGA Constitution will be published in the Student Handbook. Mr. Burnett confirmed that the Constitution will be published in the Student Handbook and will also be on World-Wide WEB.

SGA Bill II "A Resolution to Update the Official Election Procedures in the SGA By-Laws" - Jay Banasiak

Mr. Banasiak MOVED approval of the following changes in the SGA By-Laws:

Section 1: Delete contents in Article III, Section 1, Subsection A part-1 of the SGA By-Laws. It shall now read "The date, time and place of this meeting shall be determined by the Elections Commission and shall be no less than two (2) weeks prior to the Executive officer elections and one (1) week prior to the Senate elections."

Section 2: Delete all contents in Subsection B and all parts (1,2,3) in Article III, Section 1 of the SGA By-Laws.

Section 3: Article III, Section 1, Subsection B shall now read "All active campaigning shall be regulated as follows:"

Section 4: Add parts 1-4 to Subsection B of Article III, Section 1 of the SGA By-Laws.

Section 5: Article III, Section 1, Subsection B part-1 shall now read "Active campaigning for Executive officers shall be two (2) weeks, and for Senatorial candidates it shall be one (1) week."

Section 6: Article III, Section 1, Subsection B part-2 shall now read "The information sheet setting forth the campaign rules for SGA elections shall be called 'SGA Election Rules'."

Section 7: Article III, Section 1, Subsection B part-3 of the SGA By-

Laws shall now read "Candidates shall follow the SGA Election Rules. These rules shall be handed out during the official meeting of the candidates."

Section 8: Article III, Section 1, Subsection B part-4 shall read "The Election Commission shall be in charge of enforcing all rules and regulations dealing with SGA elections and the Election Commission Chairman shall be responsible to see that SGA rules are updated and passed by majority Senate vote on a yearly basis. This shall be done no later than the fourth (4th) Senate meeting of each spring semester."

Section 9: This resolution becomes effective immediately upon completion of the amendment process as defined by Article IV of the SGA By-Laws which reads as follows: "The By-Laws...by a two thirds vote of the Senate members present, Student Affairs Committee and approval of the Administrative Council of the University."

Dr. Narrie SECONDED the MOTION. MOTION CARRIED.

Recommendations from Buildings and Grounds Committee - Mike Nivens

Dr. Nivens MOVED that the following recommendations be approved:

1. Create a paved lot to hold at least 20 vehicles in the Tech Village area behind apartment B-East. This is currently an unattractive grass area with entrance from North Whitney Avenue.
2. Pave and light the graveled area in Tech Village north of apartment I-West. Inclement weather creates muddy conditions that make for difficult walking and the lack of light creates a possible unsafe environment for this much needed parking area.

Dean Swisher SECONDED the MOTION. MOTION CARRIED.

Tennessee Technological University Student Athlete Handbook--
Department of Intercollegiate Athletics - Rhonda Folio

Dr. Folio said through the SACS Self-study it was recommended that a handbook be provided for student athletes. The Athletics Committee developed a draft from looking at student handbooks from other universities and based on NCAA guidelines. Dr. Kemp MOVED approval of the Handbook as submitted with Dr. Narrie SECONDDING. MOTION CARRIED.

Update of Policies and Procedures on Varsity Cheerleaders and Eagle

Mascot--Tennessee Technological University Athletic Policies and Procedures Manual - Diane Ledbetter

Ms. Ledbetter discussed the following proposed changes concerning the Policies and Procedures for Varsity Cheerleaders and Eagle Mascot:

Article II. Duties and Responsibilities

Section A. Practice Sessions

New:

Cheerleaders and Eagles must attend and participate in all practice sessions which are scheduled by the coach/advisor. Organized practices are scheduled twice a week prior to and during football season. One organized practice per week may be eliminated during basketball season, dependent upon the basketball schedule and the readiness of the squad. This will be decided by the cheerleader advisor/cheerleader coach. In addition to the organized practices, conditioning practices at the Fitness Center, at the convenience of the cheerleader/mascot, is required. Practices will be held twice a day for one week prior to the beginning of the football season. Twice a month practices will be held during the summer semesters. An attendance record will be maintained by the coach and/or co-captains. Summer school attendance, work commitments, etc., will not be acceptable grounds for absence unless prior approval from cheerleader coach/advisor.

Old - Delete:

Cheerleaders and Eagles must attend and participate in all practice sessions which are scheduled by the co-captains and the sponsor. Practice is scheduled twice a week prior to and during football season and once a week during basketball season. Twice daily practices will also be held for one week prior to attending cheerleading camp in the summer. Once a month practices will be held during the summer semesters. An attendance record will be maintained by the co-captains and the sponsor. All squad members, including the Eagle, must attend cheerleading camp which is held during the summer. Summer school attendance, work commitments, etc., will not be acceptable grounds for absence unless prior approval from cheerleader sponsor/cheerleader advisor.

Section B. Sports Events

New:

The Cheerleaders and Eagle which are scheduled to cheer at home or away

football and basketball games must do so. Travel to away games will be determined by the Athletics Director and the Cheerleader Advisor. Cheerleaders must return from breaks if there is a scheduled game or tournament. Failure to do so will lead to disciplinary action.

Old - Delete:

All cheerleaders and the eagle must cheer at all home and away football and basketball conference games during the season. Travel to non-conference football and basketball games will be determined by the Athletics Director and the Cheerleader Advisor. Cheerleaders must return from breaks if there is a scheduled game or tournament. Failure to do so will lead to disciplinary action.

Section D. Vacancies

New:

Once a cheerleader/mascot forfeits his/her position, for any reason, he/she may not resume his/her position for that academic year.

Old - Delete:

1. Cheerleaders:

- a. Once a cheerleader forfeits his/her position, for any reason, he/she may not resume his/her position for that academic year.
- b. The seventh ranking female candidate will fill the vacancy created by a female cheerleader. The seventh ranking male candidate will fill the vacancy created by a male cheerleader. (See Article III, Section A. for total number of cheerleaders).
- c. The ninth through 12th ranked female cheerleaders (Cheer Squad) will fill the vacancies created by the seventh and eighth ranked female cheerleaders, respectfully.

2. Eagle:

The Alternate Eagle fills the vacancy created by the ineligibility or resignation of the Eagle.

Article III. SELECTION

Section A. Cheerleaders and Eagle

New:

During spring semester, 8-10 men and 8-10 women will be selected to serve as Varsity Cheerleaders for the following academic year. At the same time, two Golden Eagles, the University Mascot, will also be selected.

Old - Delete:

During spring semester, eight men and eight women will be selected to serve as Varsity Cheerleaders for the following year. In addition, the ninth through 12th ranked females will be selected to the Cheer Squad. The Cheer Squad will cheer on the reserve said at home football games and at designated points at home basketball games and attend all practices. At the same time, the Golden Eagle, the University Mascot, and one Golden Eagle alternate will also be selected. The top six men and women will comprise the traveling varsity cheerleading squad. The seventh rated man and woman will attend all practices and cheer at home games only. The eighth rated man and woman will attend all practices. The seventh and eighth placed cheerleaders will be alternates and will move up accordingly.

Section B. Selection Committee

1. Composition:

New:

The skills tryout selection committee will consist of six judges. These judges will be comprised of cheerleader coaches/sponsors from area colleges and schools, cheerleading association representatives, alumni cheerleaders and/or others with expertise in cheerleading and mascotting. In addition to the skills tryout, there is also a personal interview conducted by three representatives from Tennessee Technological University. In the event of a tie, the cheerleader advisor and cheerleader coach will break a tie.

Old - Delete:

1 SGA Executive Officer

2 Alumni Cheerleaders

1 Football Representative (coach or player)

2 Basketball Representatives (male and female, coach or player)

1 Specialist Consultant

*Cheerleader Coach only to break a tie

2. Duties and Responsibilities:

New:

- a. Attend at least one day of clinic and/or receive instruction prior to selections for the purpose of orientation and informal observation of prospective cheerleaders.
- b. Select the Varsity Cheerleaders and Eagle Mascots.

Old - Delete:

- a. Will attend clinic or pre tryout meeting prior to selections for the purpose of orientation and informal observation or prospective cheerleaders/mascot.
- b. Select the Cheerleaders, Eagle Mascot, and Eagle Mascot alternate.

ARTICLE VII. TRAVELING

New:

Section A. One-half of the squad will be scheduled to travel to away games. This will be done on a rotating basis. The squad will travel together in an authorized University vehicle to and from all scheduled away games. Seat belts must be worn. An exception to traveling with the squad may be granted by the cheerleader advisor/cheerleader coach if a written request is received in advance by the cheerleader/mascot's parents or guardian.

Old - Delete:

Section A. The Squad will travel together in an authorized University vehicle to and from all away games. An exception may be granted by the sponsor, if requested in advance, for a squad member to leave the game with his/her parents.

ARTICLE VIII. EXCEPTIONS

New:

Section A. Any exceptions to the rulings of these Policies and Procedures will be decided by the Cheerleader Advisor and the Athletics Director considering the University's interest and the

welfare of the squad.

Old - Delete:

Section A. Any exceptions to the rulings of these Policies and Procedures will be decided by the sponsor/advisor considering the University's interests and the welfare of the squad.

Dr. Kemp MOVED to approve the policies and procedures as updated with Dean Swisher SECONDDING. Dr. Kemp suggested an editorial change in ARTICLE III. Section B. Selection Committee. In the last sentence under Composition: New, he suggested changing "a" to "the" before the word "tie". The MOTION CARRIED with the editorial change.

Approval of Submitted Annual Reports

Dr. Narrie MOVED approval of the annual reports as submitted with Dr. Kemp SECONDDING. MOTION CARRIED. The annual reports approved were: Athletics Committee, Buildings and Grounds, Chapter 606 Student Monies Allocation, Commission for the Status of Women, Information Technology Committee, Institutional Committee for the Care and Use of Laboratory Animals in Experimentation, Institutional Review Committee for the Protection of Human Subjects, Patents and Copyrights Advisory Committee, Safety and Environmental Committee, Space Utilization and Allocation, Student Financial Aid, University Advancement, University Art Committee, and University Judicial Council.

Editorial Changes for the Constitution and By-Laws of the Nontraditional Students Organization - Janet Spicer

Ms. Spicer said the Student Affairs Committee approved the Non-traditional Students Organization Constitution and By-Laws with the following editorial changes indicated in bold type.

In the By-Laws, Article I, Section 1 should state:
Membership shall be open to all persons of any race, creed, color, gender, or religion that feel that they fulfill their personal definition of a nontraditional student and are duly registered as a student, faculty member, or staff member at Tennessee Technological University. No minimum number of meetings shall be required to maintain membership. Meetings shall be open to any university persons interested in the proceedings of such.

In the By-Laws, Article 1, Section 3 should state:
Any member needing to withdraw from TTU for personal reasons for a semester or two will continue to receive support from NTSO if he or she so desires.

Dr. Narrie MOVED approval of the editorial changes for the Constitution and By-Laws of the Nontraditional Students Organization as had been approved by the Student Affairs Committee with Dr. Kemp SECONDING. The MOTION CARRIED.

Such Other Matters

Dr. Kemp said he heard course bulletins will not be ready for registration for students and advisors to have copies but that one copy of a computer printout is available in each departmental office and copies are posted in public places. He said there is consternation this is going to be difficult. He was wondering if copies of the computer printout could be given to advisors. Dr. Schrader said the schedule is also on Gemini.

Dr. Narrie MOVED to adjourn with Dr. Kemp SECONDING. The meeting adjourned at 3:30 p.m.

Patricia King, Resource Person