

**Administrative Council**  
**October 14, 2009**  
**President's Conference Room**

**Members Present**

Mohamed Abdelrahman  
Suellen Alfred  
Deborah Allen  
S. K. Ballal  
Robert Bell  
Chris Brown  
Erin Chambers  
Helen Dainty  
Mark Groundland

John Harris (sub. Susan Elkins)  
Bobby Hodum  
David Huddleston  
Glenn James  
Pat Jordan  
Regina Lee  
Charlie Macke  
Nancy Mielke  
Sean Ochsenbein

Joseph Ojo  
Randy Raper  
Rita Reese  
Andrew Smith  
Matthew Smith  
Mark Stephens  
Claire Stinson  
Mark Wilson

**Members Absent**

Jim Baier  
Joe Biernacki  
Marc Burnett  
Mike Cowan  
Cathy Cunningham  
Sheila Green

Azurae Johnson  
Jeffery Marquis  
Jack Matson  
Mike Nivens  
Sally Pardue  
Caleb Petty

Tom Timmerman  
Debbie Walker  
Jeff Young  
John Zhu

**Others Present**

Matthew Gann  
Monica Greppin  
Mark Hutchins

**Summary of Proceedings**

Agenda approved

Minutes of September 9, 2009, approved

TTU Unix Users Group (TUG) Constitution approved

Report of the University website updates received

Tobacco-policy draft reviewed, policy/previous action discussed

Proposed revisions to Administrative Council procedures approved

## **Proceedings**

A motion to approve the agenda of October 14, 2009, as distributed was made by Mr. Wilson and seconded by Professor Lee. Motion APPROVED.

Mr. Wilson moved to approve the minutes of September 9, 2009, and Dr. Ballal seconded. Motion APPROVED.

A motion to approve the Constitution of the TTU Unix Users Group (TUG) was made by Professor Lee, and seconded by Dr. Bell. A student representative from TUG addressed the purpose of the group and the leadership structure within it. Motion APPROVED.

Matthew Gann presented a summary update on the University's new-website launch. Relatively few issues have been reported and all have been resolved quickly. The vast majority of users have given overwhelmingly positive reviews of the new site features. The new system uses new servers, which have been responsive overall. Some faculty members have complained about lost content during the transfer; Mr. Gann stated that transfer efforts were concentrated on maintaining information availability while ensuring that all available content was pertinent to a University-level website. Personal links not befitting the criteria are still available on faculty iWeb websites. A text-only version of the new site is forthcoming.

The Council discussed the draft for the campus No Smoking/Tobacco Use Policy. Clarification was requested regarding the fourth and fifth complaints in the progressive discipline guidelines; they were determined to be disciplinary probations, not academic probations. Also, Dr. Bell stated that the standard procedures currently used will be exercised when faculty violate the smoking policy. Mr. Ochsenbein reported that the SGA senators unanimously voted to back this undertaking and implement the policy upon approval. The senators will help raise awareness of the policy change within their respective colleges. The Council anticipates a proposed policy from the Buildings and Grounds Committee for action at the November 18 Council meeting.

Dr. Ballal moved to approve the proposed changes to the current Administrative Council procedures as distributed. Mr. Wilson seconded. The proposed modifications to the Administrative Council procedures allows for 39 regular members and the addition of up to four resource staff, to be appointed at the discretion of the President. Motion APPROVED.

Motion to adjourn was made by Dr. Ballal. Dr. Stephens seconded. The meeting ADJOURNED at 4:25 p.m.

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Terri Taylor, Recorder

### **Documents on file with minutes:**

Administrative Council Procedures  
Unix Users Group (TUG) Constitution