

Minutes
Administrative Council
Tennessee Technological University
November 6, 1996

Members Present

Karen Adams	Alice Mason
Ed Boucher	Leo McGee
Evans Brown	Mike Nivens
Virginia Chaffin	Terry Rector
S. Deivanayagam	Barbara Reynolds
Dennis George	William Schrader
Linda Giesbrecht-Bettoli	Paul Semmes
LaNada Harding	James Monroe Stewart
Janell Hawkins	George Swisher
Roger Jones	Noel Tolbert
Homer Kemp	Angelo A. Volpe
Regina Lee	Dale Wilson
Jeffrey Marquis	

Members Absent

Sue Bailey	Cathy Cunningham
S. K. Ballal	Paul Isbell
Marc Burnett	Darrell Jennings
Rodney Carlson	David Larimore
Emily Campbell	Linda Maxwell
Whewon Cho	David Narrie

Others Present

Bob Briggs	Pat King, Resource Person
Jim Cobb	Kriste Lindenmeyer

Summary of Proceedings

1. The agenda was approved.
2. The Minutes of October 9, 1996 were approved.
3. The University Safety and Environmental Committee Recommendations were approved with corrections.
4. A procedural change from the Commission on the Status of Women was approved.
5. The committee recommendations from the Ad Hoc Committee on Chairpersons were approved.

Proceedings

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

Approval of the Agenda

Dr. Schrader MOVED approval of the agenda with Dr. Dennis George SECONDDING. MOTION CARRIED.

Approval of the Minutes

Dr. Schrader MOVED approval of the minutes of October 9, 1996 with Dean Reynolds SECONDDING. MOTION CARRIED.

University Safety and Environmental Committee Recommendations

Mr. Boucher said the University Safety and Environmental Committee felt a problem exists with unidentified materials that may qualify as hazardous materials, being left behind when employees leave Tennessee Tech. The problem becomes both dangerous and expensive when the material has to be examined and identified before it is used or disposed. Mr. Boucher MOVED the approval of the following two motions:

Motion One

That the Tennessee Technological University employee exit checklist is revised to include a provision for the inspection of employee work areas, laboratories, storerooms, etc., if the employee has used or generated materials, hazardous chemicals, and/or hazardous waste. The purpose of the inspection is to ensure that materials, hazardous chemicals, and/or generated hazardous waste is properly labeled, capped, and stored. The Office of Payroll and Personnel will verify the completion of the inspection with the University Safety Officer.

Motion Two

All departments of the University that use or generate hazardous materials need to follow the written exit procedure by the University Safety Officer for adjunct faculty and graduate students. The purpose of the exit procedure is to ensure that materials, hazardous chemicals, and/or generated hazardous waste is properly labeled, capped, and stored. A copy of the completed exit procedure should be forwarded to the Office of Payroll and Personnel for inclusion in the individual's personnel file.

Dr. Schrader asked Mr. Boucher who is being referred to when talking about employees. Mr. Boucher said employees would be faculty, staff, or any employee who goes through the exit interview. Dr. Schrader said in the copy of the checklist from the Policies and Procedures Manual, the phrase faculty or staff member is used and should be used by the Committee to avoid

confusion. Dr. Schrader also asked what is meant in **Motion One** when it says, "The Office of Payroll and Personnel will verify the completion of the inspection with the University Safety Officer." Mr. Boucher said when an employee is leaving the University and an exit interview is conducted and certain things are verified, the Office of Payroll and Personnel would contact the University Safety Officer to ensure that any hazardous materials are identified. Dr. Schrader suggested actual wording be decided for the Exit Checklist Form. It was suggested that **Hazardous Materials** be a separate item on the Checklist Form. It was also suggested that "graduate students" be changed to "graduate assistants" in the first sentence under **Motion Two**. Dr. Schrader MOVED approval of the motion with the corrections. Dr. Nivens SECONDED. MOTION CARRIED.

Procedural Change from the Commission on the Status of Women

Dr. Lindenmeyer said the suggested procedural change is an additional responsibility of the Executive Committee on the Commission on the Status of Women to provide a written evaluation of the Women's Center Director each spring during the designated faculty evaluation period. Dean Reynolds MOVED approval of the change with Mr. Boucher SECONDDING. MOTION CARRIED.

Dr. Schrader asked when a change such as this is made, whose responsibility is it to put the new procedure together with the change and keep it on file. Dr. Stewart said this is being worked on. Dr. Stewart has asked that anyone making changes give the Council a clean copy with everything on it. Dr. Stewart will have a recommendation for the Administrative Council in January or February, 1997. Dr. Stewart said Mrs. King has been following up on items informally.

Committee Recommendations from Ad Hoc Committee on Chairpersons

Dr. Briggs said members of the Ad Hoc Committee were: Charles Caldwell, Larry Click, Bill Brinker, Paul Stephenson, Alice Mason, Gretta Stanger, George Swisher, Greg Danner, and Danny Higdon. He said the General Counsel with TBR had some reservations about the policy on reappointment of chairs with respect to when a chair can be terminated by the President. The responsibility of the committee was to clarify the authority of the President in the removal of the chair. They had also been asked to deal with anything else in the policy that needed changing. Dr. Briggs said in the first paragraph of the presentation copy of the Evaluation and Reappointment of Chairpersons the following was added to the document: **No provisions in this policy are intended to amend or abridge the authority of the President to terminate the appointment of a Chairperson at any time the President deems such action to be in the best interest of the University. The decision of the President is final and not subject to appeal. The continued employment of the Chairperson as a faculty member at the University is governed by the tenure policies of the University**

and the Tennessee Board of Regents. This is not a change in policy but an explicit statement of what policy has always been. In the third paragraph, **November 6, 1996** was added to the dates the policy was amended with **July 1, 1978** being the date the policy was approved. Also in the third paragraph, the title of Director of RDS was changed to **Academic Development Program.**

In the first paragraph under Faculty Evaluation of Chairpersons, the last phrase in the paragraph was deleted because it was redundant. The first sentence of the paragraph says every chairperson shall be evaluated each year and the last sentence says University-wide. The committee felt **university-wide** was not necessary. Dr. Schrader said the reason it said university-wide originally was that the same evaluation process would be used for each chair. Dr. Schrader said he has no problem with the change.

The first paragraph of the next section had some problems. The second sentence says that normally a term will be for four years and listed two things for which a four-year term would not occur - if someone was appointed during the academic year or if someone was at the retirement age. The retirement age no longer exists so this is no longer relevant. Also there are other circumstances where a four-year term would be necessary. The Committee felt this should say "Appointments for less than a four-year term may be made at the discretion of the President" and not try to anticipate all the possible conditions. The last sentence of the paragraph was changed to say "Terms of appointment shall normally terminate at the end of the spring semester of a given academic year." The committee did not want to make an appointment for more than four years.

Item No. 2 included the phrase **subject only to University retirement policies.** This phrase was deleted since there is no longer a retirement policy.

Item No. 5 was a misstatement by saying the most recent statistical summary submitted by the faculty would be included. This meant the most recent summary of the evaluations submitted by the faculty would be submitted.

Items 7 and 8, the phrase four-year was deleted. A term could now be not exactly four years. Also in Item 8, **permanent** was added before successor.

In Item 3 "Procedures for Faculty Evaluation of Chairpersons" in this step was deleted since it did not add anything.

Dr. Schrader MOVED approval of the committee recommendations with Dr. Kemp SECONDING. MOTION CARRIED.

Such Other Matters

President Volpe said on Monday of this week a number of persons

went to Nashville on a successful student recruiting trip.

Dr. Volpe said our debate team participated in a tournament this past week competing against eight or ten teams, including Vanderbilt, and our debate team won first, second, and third.

Dr. Volpe said Dr. Cho had successful quadruple bypass heart surgery in Atlanta. Hopefully tomorrow he will be able to be moved to his nephew's home in Atlanta. His nephew is a physician.

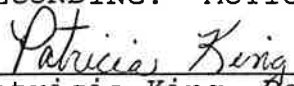
Dr. Volpe said two co-eds who are still in intensive care were seriously injured in automobile accidents. The first indication was that neither one would survive, but he was happy to report it now appears they will both survive.

Dr. Mason reported that Brian O'Connor is doing fine from surgery and is back at work.

Dr. Mason said a faculty member had brought to her attention that students had complained about the policy of having to live in the dorms and were thinking of transferring somewhere else where they would not have to live in a dorm. She wondered if this had been looked at recently and if it is worth looking at again. Mr. Boucher said there is a two-year requirement. In essence, a single student, not living at home, is required to live on campus for his/her first four semesters (freshmen/sophomore year). The courts have viewed this constitutionally and it is okay. A study by our Office of Institutional Research showed that students living on campus have a better retention rate than students living off campus. Also, our records show dorm students have a higher G.P.A. than non-dorm students when compared on an academic class basis. Also, we conduct yearly satisfaction surveys of our dorm students. The requirement is also needed because of the bonded indebtedness. Dr. Volpe said most of our sister institutions have a comparable requirement.

Dr. Giesbrecht-Bettoli asked when the policy changed requiring freshmen students who live in the dorms to have meal tickets. Mr. Boucher said the policy went into effect this fall semester. He said once again other universities were looked at and almost all universities have a freshmen meal ticket requirement. Mr. Boucher said most people he has talked with understand and accept a freshmen meal ticket requirement for dorm students. He said there is an option to buy Meal Ticket Plan A, B, or C.

Dr. Schrader MOVED to adjourn the meeting with Dr. Kemp
SECONDING. MOTION CARRIED. The meeting adjourned at 3:35 p.m.


Patricia King, Resource Person

