

Administrative Council

April 10, 2013, 3:35 p.m.
President's Conference Room

AGENDA:

1. Approval of agenda
2. Approval of minutes (February 27, 2013)
3. Approval of Constitution of the Nurses Christian Fellowship at TTU
4. Approval of The Outdoor Club Constitution at TTU
5. Approval of the Constitution of the Student United Way of TTU
6. Approval of the Student Veteran's Organization Constitution at TTU
7. Approval of the Constitution for The Tennessee Tech Spirit Society (TTSS)
8. Approval of annual reports for committees reporting to the Administrative Council
9. Approval of Athletics Gender Equity Annual Report for 2012-2013 and the Athletics Diversity Issues Annual Report for 2012-2013
10. Approval of revised Academic Council procedures (as approved "electronically" by the Academic Council—April 1, 2013)
11. Approval of proposed revisions to the Administrative Council procedures (as submitted by the Ad Hoc Procedures Committee)
12. Receive report from the Ad Hoc Nominating Committee for Administrative Council chairman for the 2013-2014 academic year
13. Other such matters

Distributed: April 4, 2013

Administrative Council
February 27, 2013
President's Conference Room

Members Present

Julia Baker
S.K. Ballal
Marc Burnett (sub. Ed Boucher)
Jack Butler
Helen Dainty
Paul Darkangelo
Kent Dollar
Ismail Fidan
Sherrie Foster
Libby Gays

David Hajdik
Bobby Hodum
Michael Hooper
Sharon Huo
Mark Hutchins
Regina Lee
Jeffrey Marquis
Nancy Mielke
Joseph Ojo
Philip Oldham

Joseph Rencis
Bedelia Russell
Deborah Setliff
Samantha Sherrell
Claire Stinson
Tom Timmerman
Debbie Walker
Mark Wilson
Jeff Young

Members Absent

Jim Baier
Judy Duvall
Don Frazier
Lee Gatts
Laura Graves
Glenn James

Charlie Macke
Jack Matson
Elizabeth Propes
Donna Russell
Holly Stretz

Summary of Proceedings:

Approved agenda

Approved minutes of November 14, 2012

Approved the Constitution of the Future Alumni Support Team (FAST) at TTU

Approved the Constitution of the Secular Student Alliance of Tennessee Tech (SSATTU)

Report Re: Student Complaint Policy and Procedures (provided by Dean of Students Ed Boucher)

Proceedings:

A motion to approve the agenda of February 27, 2013, as distributed, was made by Mr. Wilson and seconded by Dr. Ballal. Motion APPROVED.

A motion to approve the minutes of November 14, 2012, was made by Mr. Wilson and seconded by Professor Lee. Motion APPROVED.

Mr. Wilson moved to approve the Constitution of the Future Alumni Support Team (FAST) at TTU. Dr. Ballal seconded the motion. The organization's purpose is to educate and engage students on the importance of alumni and private support through annual giving efforts and engagement with the university. After a brief preview from the club president, the motion was unanimously APPROVED.

Motion by Mr. Wilson and seconded by Professor Lee to approve the Constitution of the Secular Student Alliance of Tennessee Tech (SSATTU). The organization aims to represent and promote secular views. After a preview from the club rep, the following amendments to the Constitution were suggested: Article III, Section 2. addition of "and TBR" to correct an unfinished sentence; removal of Article III Section 5.4. The Constitution with suggested amendments was APPROVED by unanimous vote.

Dean of Students Ed Boucher presented a report regarding the written student complaint policy and procedures. The new procedures comply with a federal requirement to provide a convenient and accessible method for students to lodge written complaints, and also meets a SACSCOC accreditation requirement as stipulated in the fifth-year review process.

Other Such Matters:

Chairman Fidan announced the appointment of Mr. Wilson and Dr. Ballal to an Ad Hoc Nominating Committee for the 2013-2014 Council Chairman. Also, Chairman Fidan announced the appointment of Drs. Baker, Setliff, and Smith to an Ad Hoc Committee for review of Council Membership Procedures. Both committees will report at the April 10 Council meeting.

Dr. Ballal moved to adjourn. Mr. Wilson seconded the motion. The meeting ADJOURNED at 4:12 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

- Constitution of the Future Alumni Support Team
- Secular Student Alliance Constitution
- Student Complaint Policy and Procedures



NURSES CHRISTIAN FELLOWSHIP

@ TENNESSEE TECHNOLOGICAL UNIVERSITY

Constitution of the Nurses Christian Fellowship At Tennessee Technological University

ARTICLE I

Name of Organization

The name of the organization will be Nurses Christian Fellowship at the Tennessee Technological University (NCF@TTU)

ARTICLE II

Purpose

Nurses Christian Fellowship at Tennessee Technological University (NCF@TTU) is both a Christian professional organization and a ministry of and for nurses and nursing students. NCF is a ministry of InterVarsity Christian Fellowship.

In response to God's love, grace and truth:

The Purpose of Nurses Christian Fellowship, as a ministry of InterVarsity Christian Fellowship/USA, is to establish and advance in nursing, within education and practice, witnessing communities of nursing students and nurses who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

ARTICLE III

Membership

Membership to Nurses Christian Fellowship at Tennessee Technological University (NCF@TTU) will not be denied on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran status, religion or national origin.

Membership shall be limited to include students admitted to upper division nursing and faculty of the Whitson-Hester School of Nursing.

ARTICLE IV

Officers

Officers of the Nurses Christian Fellowship at Tennessee Technological University (NCF@TTU) must be full-time students in good academic standing at the time of their election and continuing throughout their term of office. Any student who is not in good academic standing will be ineligible for office.

Elected officers will include chair and co-chair, secretary and or treasurer. Other officers may be appointed as deemed necessary by the elected officers that may include, but are not limited to, social coordinator/prayer coordinator.

The chair shall call and preside over all meetings, call special meetings of the Executive Committee whenever necessary, and promote the plan and function of Nurses Christian Fellowship.

The co-chair will be responsible, in the absence of the chair, for taking the place of and performing the duties of the chair. Additionally, the co-chair will assist in a seamless flow of all meetings.

The secretary/treasurer shall record all minutes and maintain appropriate records of any collected funds in accordance with the TTU guidelines for organizations.

ARTICLE V

Elections and Methods for Selecting Officers

Officers of the Nurses Christian Fellowship at Tennessee Technological University (NCF@TTU) are to be elected before the end of the spring semester for the following academic year. New officers will be nominated by the current officers. Elections are to be held by secret ballot and a majority vote of the members is required for election. Officers will serve for one year. In the event an officer wishes to step down, a new officer will be chosen by the remaining officers. In the event that one-half of the members request a reelection of an office, a new officer will be nominated by the advisor and will need a one-half majority vote to be elected.

ARTICLE VI

Meetings

Meetings will be held once a month, initially, and may move to twice a month. Meetings may be suspended for a specified amount of time as voted on by the officers of NCF for such reasons as vacation, holiday leave, and final examination periods. A majority of active members must be present in order to meet quorum and properly perform a vote. In the event that quorum is not met, any official voting must be postponed until quorum is met.

ARTICLE VII

Financial Statement

No membership dues are required. Donations will be collected to help offset attendance at Urbana annual convention. In the event of dissolution, all monetary funds shall be donated to the Whitson-Hester School of Nursing, less the amount of any outstanding debt or payment incurred by the fellowship.

ARTICLE VIII

Amendments and Methods of Amending Constitution

Any amendments or revisions to the Fellowship's Constitution must be proposed by an active member of the fellowship through a written petition to the secretary. Any proposition to amend the Constitution must be ratified by a 2/3-majority vote from active members.

Article IX

Parliamentary authority

The parliamentary authority that will govern the procedure and process for all meetings will be Roberts Rules of Order.

Constitution

The Outdoor Club

Article I – Name: The Outdoor Club

Article II - Purpose

The purpose of the Outdoor Club is to engage the active mind, encourage one to get outside, and help out the environment while doing so.

Article III - Membership

1. All we ask for is a positive attitude and a respect for the outdoors.
2. Everyone in The Outdoor Club must sign a liability waiver before attending any of the events.
3. Membership is open to all currently enrolled students, faculty, staff, and spouses.
4. Membership will not be denied on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran status, religion, or national origin.

Article IV – Officers

1. The elected officers shall be: President, Vice-President, Secretary, Treasurer, and at least one faculty sponsor. All the officers shall be dues-paying members of the organization.
2. The duties of the President shall be as follows:
 - a. Preside over all meetings.
 - b. Represent the club in dealings with the rest of the University and the general public.
 - c. Appoint any committee necessary, subject to the approval of the membership.
 - d. Exercise any other necessary power in accordance with parliamentary rules.
3. The duties of the Vice-President shall be as follows:
 - a. Preside in the absence of the President, having all the authority of that office.
 - b. Act as chairperson of the program committee.
4. The duties of the Secretary shall be as follows:
 - a. Keep a permanent record of all meetings.
 - b. Conduct all correspondence as is required of the office.

- c. See that the records of this organization are properly kept on file.
 - d. Prepare an annual report in accordance with University regulations.
5. The duties of the Treasurer shall be as follows:
- a. Collect all dues and assessments.
 - b. Keep an accurate record of the financial state of the club, and be prepared to report on same at the meetings of the club.
 - c. Prepare an annual financial report in accordance with University regulations.

Article V – Meetings

1. Meetings will be held once a month to discuss upcoming events and to talk about sustainability of our environment.
2. Quorum will be met if the simple majority of members are present.
3. The rules of all meetings shall follow Robert's Rules of Order.

Article VI – Financial

1. The dues and/or assessments shall be set by a majority vote of the club's officers and be properly recorded in the club minutes.
2. In the event that this organization becomes inactive or defunct, all the money in this club's treasury will be donated to TTU's Earth Sciences department.

Article VII – Amendments

1. All amendments to this constitution must be passed by a 2/3-majority vote of the members present at the club meeting.
2. The member who proposed it shall introduce the amendments.

Article VIII – Elections

1. Officers will be elected by club membership during the spring semester and will remain in that position for one year.
2. During the first meeting in the spring semester, a vote will be held and positions will be determined by 2/3 majority vote.
3. All officers shall be elected by a 2/3 majority vote. If the majority vote does not choose a candidate upon the first ballot, the two top candidates will be nominated for the second ballot, and the membership will vote again.

Article IX – Parliamentary Authority

This club will be governed by Robert's Rules of Order.

THE CONSTITUTION OF THE
STUDENT UNITED WAY OF
TENNESSEE TECHNOLOGICAL UNIVERSITY
COOKEVILLE, TN

ARTICLE I: NAME

Student United Way

ARTICLE II: PURPOSE

Section 1. Mission Statement

The Student United Way serves the local community by 1) Giving, Advocating and Volunteering in the areas of Education, Income and Health; 2) helping members and other students grow as leaders and connect to the community; and 3) building lasting relationships amongst members and with the United Way movement. The Student United Way work includes:

- Advocate: Educate members and the student body about critical community issues in educations, income and health.
- Volunteer: Serve and recruit peers to serve in ways that help create a lasting change.
- Give: Fundraise and donate to help address issues facing the community.

Section 2. Statement of Compliance

The bylaws of Student United Way shall not violate the bylaws, constitution and Code of Ethics of the Putnam County United Way. Student United Way will comply with all University and Board of Regents established policies, regulations, and procedures as well as all state and federal laws and regulations.

ARTICLE III: RULES OF MEMBERSHIP

Student United Way will not deny membership on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran stats, religion, or national origin. Membership is open to all currently enrolled students of the University who otherwise meet membership requirements.

Active members:

1. Hold various functional responsibilities of the organization.
2. May hold executive officer positions.
3. Vote in executive officer elections.

ARTICLE IV: OFFICERS, CHAIRPERSONS AND THEIR DUTIES

I. President

The President shall:

1. Chair all regular meetings.
2. Handle all University business:

- a. Reserve meeting rooms;
 - b. Meet with University Officials.
3. Set Student United Way agenda for the year:
 - a. Fundraising goals and events;
 - b. Plan for improvement;
 - c. Any other goals deemed necessary.
4. Responsible for anything not specified in the Constitution.

II. Vice-President

The Vice President shall:

1. Oversee all committee chairs' activities and responsibilities;
2. Act as event coordinator for Student United Way events not specified in the Constitution;
3. Serve as President if the President is unavailable.

III. Treasurer

The Treasurer shall:

1. Conduct all financial business, including but not limited to:
 - a. Develop and submit organization budget;
 - b. Maintain financial integrity of Student United Way.

IV. Secretary

The Secretary shall:

1. Take all notes for regular meetings;
2. Maintain records of membership;
3. Assume responsibility of membership issues:
 - a. Track attendance of meetings and events;
 - b. Determine individual membership status.

ARTICLE V: MEETINGS

Student United Way members will formally meet twice per month. In order for a regular membership meeting to be held, a quorum of members must be present (quorum is defined as having 50% + 1 of active members present at any meeting). Meetings will be led by the President and Vice President. The Secretary will take attendance. Events and issues will be discussed and members will have a chance to voice their opinions in front of the organization.

ARTICLE VI: FINANCIAL PLANS

Section 1. Debt

This organization will not incur debt in excess of the cash it has available for payment of debt. Any member who incurs debt on behalf of the organization will ultimately be the responsible party for full payment of that debt if the organization is unable or unwilling to pay it.

Section 2. Distribution of Funds at Dissolution

Upon termination of Student United Way's registration with the University, any funds remaining in the treasury shall be allocated to Tennessee Tech's Service Learning Center.

ARTICLE VII: AMENDMENTS

1. Amendments to this Constitution can be made by recommendation of a majority of the Executive Officers as deemed appropriate to fit the needs of the Student United Way by the President. Recommendations for amendment can be made at any regularly scheduled meetings that have quorum.
2. After recommendation, amendments are presented for vote by the members of the Student United Way. A two-thirds majority of the vote by the membership is required to ratify an amendment.

ARTICLE VIII: ELECTION AND SELECTION OF OFFICERS

Section 1. Timing of Elections

Elections for Executive Officers shall occur annually at the last regular meeting of the spring semester and officers shall be elected to their office for one academic year term.

Section 2. Election Procedure

Election Procedure shall be as follows:

1. Any active member is nominated by any active member including her/himself.
2. Nominee is seconded by any other active member to become a candidate.
3. Nominees will give a speech; once all nominees speak, there will be a discussion period amongst members regarding the nominees.
4. Voting shall be through secret written ballot and consist of two rounds:
 - a. First round will narrow field down to the two candidates receiving the most votes by plurality;
 - b. Second round shall determine Executive Board Member Elect by simple majority;
 - c. In the event of 1-2 candidates, only one round of simple majority will be necessary.
5. Advisors will oversee and facilitate the election process of Executive Officers.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The president shall determine the order of business at each meeting and shall conduct the meeting in a fair and orderly manner. The president must provide an opportunity at each meeting for members to introduce, discuss, and vote on new topics. If any dispute arises over parliamentary procedure, Robert's Rules of Order (the latest edition) shall be the parliamentary authority.

CONSTITUTION

Student Veteran's Organization

Tennessee Tech University

Article I. Name

The name of this Organization shall be Student Veteran's Organization (SVO) of Tennessee Technological University.

Article II. Purpose

The purpose of this organization is to ensure an effective transitioning to student life through any resource available through the organization, institution, and Veteran Affairs. The SVO will provide a fellowship of like-minded individuals in order to create a network of students and successful alumni focused on professional and leadership development.

Goals:

1. Act as an advocate for student Veteran-related issues.
2. Assist veterans transitioning from military to college academia.
3. Aid veterans in achieving academic pursuits.
4. Collaborate with offices of Veterans Affairs to offer up-to-date and accurate information to the Veterans and their families.
5. Be accessible to students on campus, offering benefit and entitlement information.
6. Develop procedures and programs to facilitate transitioning process for current students, returning students and guides for new students.
7. Build awareness within the college and community of the challenges, experiences, and related needs of the student veteran.
8. Establish an influential membership body, to partake in college and community activities and events while creating a positive image in the surrounding area through community service.
9. Provide outreach to potential student veterans, local schools and youth organizations.
10. Give support to local programs that are already in place to aid families of deployed Veterans.
11. Execute successful awareness and fundraiser events to aid local Veteran and service member organizations within the guidelines of Internal Revenue code 501(c)(3).

Article III. Membership

1. Membership in the organization shall be open to any currently enrolled Tennessee Technological University student in good standing who has an interest in promoting the ideals and purpose of SVO.

2. Eligibility for membership may not be limited on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran status, religion or national origin.

Article IV. Officers & Duties

1. The executive committee of this organization shall be composed of the President, Vice President, Secretary, and Treasurer.

2. If for any reason an officer is unable or unwilling to fulfill their appointed position, they may resign and the executive committee will elect a new officer to temporarily fill that position until a formal election can take place.

3. Duties of Officers

a. President – Serve as the presiding officer of the organization; represent the organization to the public; serve as the liaison to the University; call special executive board meetings as necessary.

b. Vice President – Generally assist the President; preside in the absence of the President; be responsible for the recruitment and retention of prospective members.

c. Secretary – Maintain meeting attendance records; assist the President in preparing the meeting agenda; maintain all necessary organization records; maintain a directory of members, which shall contain at least everyone's name, contact information, and status of membership.

d. Treasurer – Coordinate all fundraising opportunities; be responsible for preparation and maintenance of the budget, including an annual report to the membership.

4. To be eligible for office, candidates must be regularly enrolled students and in good standing at Tennessee Technological University.

ARTICLE V. ELECTIONS

1. Any member may nominate another member or themselves for an office. Members may choose to accept or reject the nomination.

2. Officers will be elected by written ballot with each active member casting a vote. A majority of votes will determine the appointed officer.

3. Elections will take place during the last month of classes in the spring semester. Officers will assume office during the first meeting of the following academic year and remain for the entire academic year.

4. There is no limit to the number of terms to be served in any office so long as the individual is willing and able.

ARTICLE VI. MEETINGS

1. Regular meetings of the organization shall be held during the academic year.
2. Special meetings may be called by members of the executive committee or advisors to the organization with one week's notice to the membership.
3. A quorum for regular or special meetings shall be one-third of the group's members.

ARTICLE VII. FUNDING

1. All money transactions must be approved by all executive members and advisors.
2. In the event of dissolution, any remaining funds will be donated to the TTU ROTC Department.

ARTICLE VIII. AMENDMENT OF CONSTITUTION

1. An amendment may be made to this constitution after consideration of the executive committee. The amendment must be submitted in writing at the previous regular meeting.
2. After review by the officers, the amendment will then be brought before the members and will need a two-thirds vote from the membership to pass.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules that will govern the procedure and process of the meetings will be most current edition of *Robert's Rules of Order Newly Revised*.

Constitution for The Tennessee Tech Spirit Society (TTSS)

Article I **Name:** The Tennessee Tech Spirit Society

Article II **Purpose of Organization:**

In large The Tennessee Tech Spirit Society will accomplish the following:

1. Provide gratuitous amounts of Tennessee Tech school spirit around campus and the community.
2. Provide students, fans, and alumni with a more spirited and enjoyable experience at athletic events.
3. Portray a positive image for Tennessee Tech University at all times.

Article III **Rules of Membership:**

1. Membership is open to all enrolled students.
2. Members must attend at least three club meetings per semester.
3. Members must participate in a minimum of 5 hours of community service (to be approved by the officers) on campus per semester to increase attendance at sporting events.
4. Membership will not be denied on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran status, religion, or national origin.

Article IV **Officers and Their Duties**

1. **The President-** The President is in charge of leading club meetings and proceedings. The President directs activities among the club, and will delegate responsibilities out to the Board of Advisors who will, in turn, delegate responsibility to other members of the club, if needed.
2. **The Board of Advisors-** The Board of Advisors is a committee of three separate members that assist the President in the directing of club activities and procedures broken down into three separate jobs:
 - a. Business Manager- Handles the funds and financial aspects of the club.
 - b. Event Manager- Schedules times and logistics of club events, meetings, etc.
 - c. Media Manager- Keeps track of all media-related aspects of the club including videos, pictures, and the club Facebook pages.

Article V Nature and Frequency of Club Meetings

1. A full formal meeting will be held with all members of the club on the first Thursday of every month to discuss future endeavors and projects of the club. Meetings can only be held when a quorum is present (50% +1 of active members).
2. The President and the Board of Advisors will meet once a week to discuss the details of the endeavors and projects of the club as well as the financial status and member overviews.

Article VI Financial Plan

1. Club funds will only be spent on endeavors that accomplish the following:
 - a. The promotion of school spirit around the campus and community; e.g. t-shirts and promotions at games to students and community.
 - b. The raising of awareness of Tennessee Tech in a positive manner.
2. Funds mentioned in Section 1 will be produced by holding fundraisers.
3. In the event of dissolution, any remaining funds will be given to the Department of Campus Recreation to be used to support the TTU mascot program.

Article VII Elections and Methods of Selecting Officers

1. The club advisor will discuss with the President and Board of Advisors and decide which members of the club will be most fitting to run for any of the officer positions based on the responsible actions of previous years and past experience.
2. Elections will be held once each academic year at the end of the spring semester. A 2/3 majority vote of members present shall be cast in order for the candidate to assume the position.

Article VIII The Amendment Process

An amendment may be made to this Constitution after consideration by the officers. After review by the officers, the amendment will then be brought before the members of the Spirit Society with a 2/3 majority vote to pass.

Article IX Parliamentary Authority

The Parliamentary Authority that will govern the procedure and process of the meetings will be Robert's Rules of Order.

Article X Statement of Compliance with Campus Regulations

This organization shall comply with the Tennessee Technological University Code of Student Conduct as outlined in the Student Conduct and Disciplinary Sanctions in the Student Handbook.

Committees Reporting to the Administrative Council 2012-2013

<u>Committee</u>	<u>Committee Chair or Ex Officio</u>
Advisory Committee on Patents and Copyrights	Dr. Ken Wiant
Athletics Committee	Mr. Steve Smith
Campus Recreation Advisory Committee	Mr. Caleb Hodges
Chapter 606 Student Monies Allocations Committee	Ms. Emily McDonald
Commission on the Status of Blacks	Dr. LaNise Rosemond
Commission on the Status of Women	Mrs. Lisa Rice
Committee on Campus Space Utilization and Allocation	Dr. Roy Loutzenheiser
Faculty and Staff Traffic Appeals Committee	Dr. Eric Harris
Institutional Animal Care and Use Committee	Dr. Steve Hayslette
Institutional Review Board for the Protection of Human Subjects	Mr. Michael Clark
Military Affairs Advisory Committee	Mr. Mark Ochsenbein
Sports Hall of Fame Committee	Mr. Mark Wilson
Student Affairs Committee	Ms. Ashley Humphrey
University Art Committee	Ms. Kimberly Winkle
University Committee on Buildings and Grounds	Dr. Douglas Airhart
University Committee on Student Financial Aid	Mr. Lester McKenzie
University Judicial Council	Mr. Charlie Macke
University Safety and Environmental Committee	Mr. Charlie Macke
University Strategic Planning (Joint Committee—Planning and Budget)	Dr. Claire Stinson

TO: Administrative Council

FROM: Dr. Ken Wiant, Chair,
Advisory Committee on Patents and Copyrights

DATE: March 27, 2013

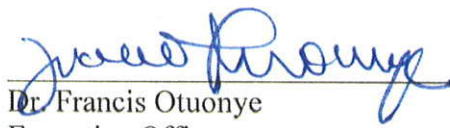
SUBJECT: Advisory Committee on Patents and Copyrights 2012-2013

The Advisory Committee on Patents and Copyrights has held two meetings to date during the 2012-2013 academic year. One additional meeting is expected before the end of the academic year.

Actions:

- (Summer 2012) Approved Intellectual Property License Agreement with Robotic Technologies of Tennessee related to a Compliant, Parallel-gravity Suspension System for a Tracked, Climbing Robot. This represents the second such licensing agreement for the commercialization of a product completed at TTU.
- Approved proposal to contract with a consultant to evaluate the marketability of three patented inventions in the TTU portfolio.
- Approved request to file for a provisional patent on "A Process for using Tetrahymena Strains and Marine Ciliated Protozoa for Triglyceride (Biodiesel precursor) Production".

The committee was also kept up-to-date on the progress of other ongoing patent applications and proposals.



Dr. Francis Otuonye
Executive Officer



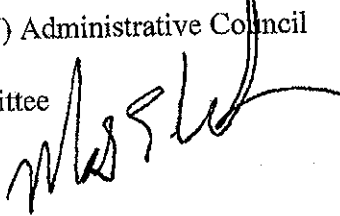
Department of Athletics
Box 5057 • 1100 McGee Blvd.
Cookeville, TN 38505-0001
931-372-3940 • Fax: 931-372-3114
TTUsports.com

TO: Chairperson, Tennessee Technological University (TTU) Administrative Council

FROM: Mark Wilson, Executive Officer, TTU Athletics Committee

DATE: March 28, 2013

SUBJECT: **TTU ATHLETICS COMMITTEE ANNUAL REPORT FOR 2012-2013**



During the 2012-2013 academic year, the Tennessee Technological University (TTU) Athletics Committee was chaired by Steve Smith (Instructor in the Health and Physical Education department). The Committee met on Tuesday, October 23rd, 2012, and March 28th, 2013.

During this academic year, the Committee:

- Approved changes to the Policies and Procedures Handbook regarding NCAA bylaw changes, an amorous relationship policy, agents policies and practices and changes to the lightning policies for game management.
- Approved changes to the TTU Student-Athlete Handbook.
- Discussed extensively the issue of scholarship funding, specifically the increases of inflationary costs compared to the funding cap imposed by the Tennessee Board of Regents.
- Discussed extensively budget issues for Athletics and increases in inflationary spending as well as an increase in the Athletics budget and a request for an increase in the Student Athletic fee.
- Reviewed and approved reports on Missed Class Time, Gender Equity Issues and Diversity Issues for the Athletic Department.
- Reviewed Athletics capital projects.
- Reviewed Graduation Rates and Academic Progress reports.

Campus Recreation Advisory Committee Minutes

Date: Thursday, February 28, 2013

Time: 11 a.m.

Place: Fitness Center Multi-Purpose Room

1. Sustainable energy program report –

At the time of this meeting, there was no information to bring on the energy produced by Ecofit users. In order to get a full month's status, we will ask for a report from Ecofit at the end of February. Once that is received by the company, it will be reported.

David informed the committee that the Fitness Center has made other 'green' improvements such as motion sensor lights in every area except for the gyms and pool. We have also installed four automatic filtered water fountains.

2. Update on pool renovations -

New flooring was installed in the natatorium. This flooring is more durable and longer lasting than the concrete flooring and is slip resistant. Prior to the flooring, new guttering was installed.

3. Area Reports -

Reports about each of the areas below were attached to the agenda, a copy is included in this report.

- a. Intramurals
- b. Wellness
- c. Cheer

Area Reports by Department

The first major sport that we offered for the student body was basketball. Intramural basketball started on January 28th and will continue until February 27th. The total number of teams that signed in for basketball was 97. The breakdown for the teams was 71 male basketball teams and 26 female basketball teams. The total participation as of February 21st is 826 student participants with 624 male participants and 202 female participants.

TTU Intramurals held a table tennis tournament which began on January 28th and lasted until February 8th. There were 24 single participants and 14 double teams that participated in the tournament. Table tennis is one of the more popular events for international and nontraditional students.

Currently TTU Intramurals is holding a dodgeball tournament that began on February 18th and will continue until February 28th. We are in the middle of pool play for this tournament which will set the brackets for the tournament which gives each team the minimum of four games. 33 men's teams and 4 women's teams signed up for the tournament which brings the total number of participants to 148 students.

Health Promotions Programs –

Prior to opening in January, we gave away twenty four Ecofit cards to members and students to test the machines to see how they worked, get the bugs resolved, and make sure it was ready for opening in January. The Green Opening was a success with nearly 50 people in attendance, including three university presidents, (Dr. Wallace Prescott, Dr. Angelo Volpe, and current president, Dr. Philip Oldham). Since opening, forty Ecofit cards have been sold to students.

Ecofit Competition with Chapman University - Tech is currently in the lead against Chapman in the first ever "Ecofit Challenge".

Fitness Classes – Every effort is made to provide classes in which students are interested and different times to accommodate a busy schedule. Zumba and Yoga continue to be the most popular classes this semester. We would like to be able to expand the programs but we have serious space constraints at this time. Through the week there are 23 fitness classes at different times during the day.

Cheerleading –

The Tennessee Tech Cheerleaders competed in the UCA/UDA College Championships in January at Walt Disney World. The team made finals for the first time in school history & finished 11th in the Nation. Awesome Eagle finished 2nd in the nation. You can see photos of the competition on their website, tntech.edu/varsitycheer

The Varsity Spirit program is self supporting. They raise their own money by hosting competitions, and having other smaller fund raisers with local restaurants, so they can attend summer camp. Awesome Eagle has made countless visits to schools, and organizations so far and will probably do many more before the semester ends. They are very strong ambassadors of Tennessee Tech and we are proud that they are a part of Campus Recreation.

4. Report on new Intramural facility -

David said that the facility is in a holding pattern until the university's master plan is developed. The architectural company, Michael Bailey & Associates from Knoxville was selected from nearly 30 companies, to design and build the new facility. There are suggestions for a location, but nothing has been confirmed.

Board Member Tracy Black asked – Does Campus Recreation have a Development Director?

David's response was no, but it would be a great idea to get someone to help raise awareness and funds for Campus Recreation and our new project.

Caleb Hodges stated that he had received very positive feedback from students that he had spoken to about the new facility and he suggested a phone-a-thon project.

Board Member Hodges asked about cost for non-students who purchase memberships. The cost for a graduate 6 month membership is \$200, and for 12 months it is \$360. Last year, it was approved by TBR for us to implement a per person rate for family. For example, a Graduate purchases a 6 month membership and to add a family, it would be an additional \$100 per person. The membership fees for Faculty and Staff were increased, but they are still less than graduate rates. The committee was informed that there are approximately 400 on-campus personnel who take advantage of the payroll

deduction opportunity, which is the least expensive of all membership programs. There are about 600 Graduate members, and 100 – 130 faculty/staff members.

David further explained that Campus Recreation does not operate from state money, it operates from student fees and revenue generated by memberships and programs. The money goes for replacement of equipment, and building maintenance and repairs and salaries for full-time staff and student staff. This month, the roof is to be replaced which will cost upwards of \$900K. After the roof, the track will be replaced and that will cost \$100K. The track has endured for 20 years, but because of window and roof leaks, and how often it is cleaned, it has wear and tear and needs to be replaced. Barring any major unforeseen breakdowns, that should complete the facility updates.

5. New business –

Spring Break week is coming up and as usual, the Fitness Center will adjust its hours accordingly. Please check the website for specific break hours at tntech.edu/recreation

During spring break, the pool will be drained in order to repair spots in the fiberglass pool shell. This is covered by warranty and should be complete by the end of the week. Other facility updates to occur during spring break are replacing the men's sauna and the doors and benches of the women's sauna.

The vote for best Mascot is going on now. The link to vote for Awesome Eagle is

<http://deltadentaltn.com/OVCmascots.aspx>

Go online and vote for Awesome! Once you vote, you have to put in the first three letters of your last name and three numbers. Then click 'done'.

Meeting adjourned at 11:50 a.m.

Campus Recreation Advisory Committee Minutes

Date: Tuesday, October 9

Time: 11 a.m.

Place: Fitness Center Conference Room

In attendance: Dr. Douglas Airhart, Dr. Melinda Anderson, Mr. Robert Scantland, Mrs. Adriane King, Ms. Sandy Zimmerman, Mr. Drake Fenlon, Mr. Caleb Hodges, David Mullinax, Executive Officer for the CR Advisory Committee and Audrey Cody, Staff Support.

Mr. Mullinax opened the meeting by welcoming the committee members, both new and returning. He expressed that the goals for the committee were to be the eyes and ears of the campus community, in particular the students so that Campus Recreation would be able to address concerns and suggestions.

Election of Chair and Vice Chair –

The floor was opened to nominations for Chairperson. Mr. Caleb Hodges was nominated as Chairperson and Dr. Airhart was nominated as Vice Chair.

The agenda items discussed are as follows:

Operating Hours for Fall Semester and Special Events –

The current operating hours of the Fitness Center were determined by trial and error over the years. Efforts are made to make the center available as much as possible to the students and members, while being good stewards of both time and funding.

Thanksgiving and Christmas Hours typically are the same as the university. Hours will be posted around the facility and on the webpage.

The Fitness Center is going to be closed the first weekend in December due to the Blue Cross Blue Shield football tournament. We help by providing visiting teams with a place to change, and for pre and post game preparation.

The pool is going to be closed from December 10, 2012 to January 10, 2013 for major repair work on the decking, to replace the flooring, and guttering in the pool deck. This is just after December graduation and the students go home for Christmas break. It is the best time of the year for this type of work and once this is done, it will complete the major repairs on the natatorium.

The 'Green' Room –

The Cardio Vascular room has been converted to EcoSystem, a series of treadmills and other cardio machinery, when used, will generate power that is converted back into energy to be used within the Fitness Center. We are the first university in the United States to implement this particular type of system. A grand opening is being planned. Committee members were invited to go up to the CV room after the meeting to see the equipment and set up.

Proposed IM Building – Making Progress

Growth of the Intramural Program initially began with a Fitness Center expansion. Because of the land constraints, and the cost, the plan was changed to build a complex with four gyms for basketball, volleyball, soccer, a climbing wall, expansion of the Outdoor Program area and more. A location for this building has not yet been determined.

Approval has been obtained through the chain of command, for an architectural rendering of the proposed building. Twenty five companies bid on the project and it was pared down to the top three. Those three have been sent to the Tennessee Board of Regents for the final selection. Once the company has been selected, the rendering (s) will be presented to student government. It is unknown how much time it will take before the building is actually a reality, but the hope is for it to be within three years.

The plan is to move the administrative office of Intramural Sports and Varsity Spirit programs to the new building. When the offices are moved, that will open up that space in the Fitness Center for other fitness related programs. The Cardio equipment will be moved to the Weight room and the weight room will be moved to one of the gyms which will provide more space and allow us to add more equipment.

Area Reports –

David explained to the committee the programs that compose Campus Recreation. It includes Fitness Center, Health Promotions Programs, Intramural Sports, Varsity Spirit, Outdoor Programs, Sports Clubs and Cheerleading and Dance Camps. This is the standard for many university Campus Recreation programs. The committee members were given Fitness Center area reports that were attached to the agenda, to be read at their convenience.

New Business –

There was no new business and the meeting was adjourned by Chairperson Hodges.

**CHAPTER 606 STUDENT MONIES ALLOCATION COMMITTEE
ANNUAL REPORT
2012-2013**

Membership

Mr. Marc Burnett, Executive Officer
Ms. Valerie Petty
Dr. Martha Kosa
Ms. Emily McDonald, 2-yr member - Chairperson
Mr. Lee Gatts
Mr. Caleb Hodges
Ms. Kayta Hoffman
Mr. Josh Aikens
Mr. Josh Herwig
Mr. Zachary Watts
Mr. James Leverette

Meetings

The Chapter 606 Student Monies Allocation Committee met on the following dates:

September 11, 2012
September 25, 2012
October 9, 2012
October 23, 2012
November 6, 2012
November 20, 2012
December 4, 2012
February 5, 2013
February 19, 2013
March 5, 2013
March 19, 2013
April 2, 2013 - Pending
April 16, 2013 - Pending
April 30, 2013 - Pending

Actions

The monetary amounts awarded by the committee are as follows:

September 11, 2012 - Elected Emily McDonald chairperson	
TTU Rugby Club	awarded \$ 2,909.46
September 25, 2012	
TTU Percussion Club	awarded \$ 10,230.02
TTU Formula SAE Team	awarded \$ 10,230.02
Physics Club	awarded \$ 1,000.00
TTU Baja SAE	awarded \$ 10,230.02

Go Club	awarded \$ 729.50
NASA MoonBuggy Team	awarded \$ 6,000.00

October 9, 2012

Chemical Engineering Graduate Research Association	awarded \$ 10,230.02
Associated Scholars Guild (ASG)	awarded \$ 6,265.39
Residence Hall Association (RHA)	awarded \$ 665.00
Tau Beta Pi	awarded \$ 538.00
TTU Quidditch	awarded \$ 942.46
Student Environmental Action Coalition	awarded \$ 60.37

October 23, 2012

Geo Club	awarded \$ 1,210.10
Society of Women Engineers	awarded \$ 5,379.60
Pi Kappa Delta (Speech & Debate Team)	awarded \$ 10,050.00
Autonomous Robotics Club	awarded \$ 2,990.00
American Society of Civil Engineers (ASCE)	awarded \$ 9,550.00
Collegiate FFA	awarded \$ 4,415.18

November 6, 2012

Ultimate Frisbee Club	awarded \$ 7,851.90
AICHE	awarded \$ 3,712.50
Exercise Science Major's Club	awarded \$ 1,889.41
Agribusiness Economics Club	awarded \$ 3,295.00
TTU Fishing Club	awarded \$ 10,230.02

November 20, 2012

Engineers Without Borders	awarded \$ 1,767.00
Pre-Law Club	awarded \$ 1,708.19
Visual Arts Society (VAS)	awarded \$ 10,230.02
Environmental Conservation Club	awarded \$ 1,885.13

December 4, 2012

Equestrian Team of TTU	awarded \$ 1,942.00
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February 5, 2013

EDPY and Counselor Ed Grad Assoc.	awarded \$ 451.04
TTU IEEE	awarded \$ 7,210.17
TTU Quidditch	awarded \$ 6,073.75
Beta Alpha Psi	awarded \$ 1,203.00
Alpha Kappa Psi	awarded \$ 2,153.58

February 19, 2013

TTU Society of Manufacturing Engineers	awarded \$ 892.87
Delta Tau Alpha, Ag Honor Society	awarded \$ 4,585.96
Model United Nations	awarded \$ 3,408.80

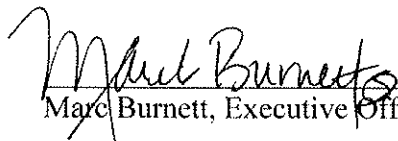
Tennessee Tech Lacrosse Club	awarded \$ 6,836.70
Pi Tau Sigma	awarded \$ 1,413.40
Pi Kappa Delta (Speech & Debate Team)	awarded \$ 7,210.17
American Foundry Society	awarded \$ 4,477.36

March 5, 2013

Student Fisheries Association	awarded \$ 1,030.00
NASA MoonBuggy Team	awarded \$ 7,210.17
Student Affiliates of the ACS	awarded \$ 7,210.17
TTU Wildlife Society	awarded \$ 6,266.00
TTU Formula SAE Team	awarded \$ 7,210.17
Chemical Engineering Graduate Research Association	awarded \$ 3,386.04

March 19, 2013

Society of Women Engineers	awarded \$ 4,259.74
Society of Human Resource Management (SHRM)	awarded \$ 1,058.74
National Society of Black Engineers	awarded \$ 3,187.26
Reformed University Fellowship	awarded \$ 684.48
Autonomous Robotics Club	awarded \$ 6,856.00



 Marc Burnett, Executive Officer

MEMORANDUM

TO: TTU Administrative Council

FROM: LaNise Rosemond, Commission on the Status of Blacks

DATE: 2 April 2013

SUBJECT: Annual Report, President's Commission on the Status of Blacks

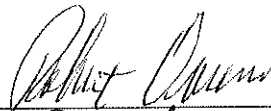
The purpose of the commission is to advise the president of the university on matters of concern to black faculty, staff, and students, and to promote awareness and programs of interest to TTU black persons. During the 2012-2013 academic year, the commission has met eight times so far and will hold its final meeting on April 8, 2013.

The Commission worked closely with the Black Cultural Center (BCC) and the Office of Minority Affairs. Below are the activities and accomplishments that reflect the active participation of the Commission's membership:

- The Commission voted and selected Dr. Lisa Zagumny as Vice Chair.
- Goals were established to increase awareness and visibility of the commission. Each members of the Commission were encouraged to participate on monthly forums in the BCC.
- Three subcommittees were formed: the Campus Speakers and Forums Committee, the Dr. Martin Luther King, Jr Day Committee, and the CenterStage Grant Committee.
- Mellissa Irvin, led the campus forum committee. Ms. Irvin did an amazing job collaborating with the BCC and Dr. Robert Owens. The BCC and Campus Speakers and Forums Committee worked together closely to organize several speakers and forums that included students and commission members. Ms, Irvin developed the B.R.I.C.K along with one of the students that assist on the commission. B.R.I.C.K stands for "Building Responsible Individuals with Core Knowledge." The purpose of B.R.I.C.K is to assist both the minority students and all students in the with preparations skills for their future. The B.R.I.C.K events will take place on April 1, 2, 3, and 4, and will be held at the BCC. Examples include a student forum on social media, the importance of service learning for students, faculty forum on building network for students, and helping students plan for graduate school
- Based upon the suggestion from the entire committee, the Dr. Martin Luther King Jr. Committee nominated and selected Mr. Morris Irby as the Dr. Martin Luther King Jr. speaker. Funds were voted upon and approved for Mr. Irby to be the speaker. The event was held in the nursing building and was advertised and opened to the entire community. There were close to roughly seventy-five in attendance. This was a double increase from last year's event.
- The CenterStage Committee voted and selected to have the Afro-Latin Project dancers. The committee was awarded \$10,450 for the dance group to perform. This event will take place on Tennessee Technological University's campus in the fall of 2012. The CenterStage grant was written by Drs George Chitiyo, Robert Owens, LaNise Rosemond, and Mr. Steve Smith.

- Based upon the suggestion presented by Dr. Robert Owens, commission funds were used to support Minority Affairs by allowing selected students to attend the Education Equal Opportunity Group's (EEOG) Save-a-Student Conference in Nashville, TN.
- Commission funds were used in supporting Minority Affairs to honor 2012-2013 graduating seniors and outstanding diversity advocates. The Outstanding Diversity Advocate Award was initiated in 2009-2010 and will be awarded to Dr. Angelo Volpe and Dr. Leo McGee. The Awards Luncheon will be held on Tuesday, April 23, 2013 in the Noble Cody Executive Suite at 11:00am.
- Commission funds were voted and approved to support the Minority Affairs' new brochure which will include efforts of the CSB over the years, along with the CSB's mission, purpose and goals.
- During the April meeting, the Commission will finalize any remaining recommendations for the year and will decide on the use of any remaining funds in its budget.

Executive Officer: Dr. Robert Owens

Signature  _____

CSB Chair: Dr. LaNise Rosemond

Signature  _____

MEMORANDUM

To: Dr. Ismail Fidan, Chair, Administrative Council



From: Lisa Rice, Chair, President's Commission on the Status of Women

Date: April 4, 2012

Re: President's Commission on the Status of Women, Annual Report

The purposes of the Commission on the Status of Women (CSW) are to provide a supportive campus climate for female students, faculty, staff, and administrators; to promote an awareness of women's issues, to oversee the TTU Women's Center and to initiate programs of interest to the TTU community.

The Commission met six times (September 11, October 19, November 13, January 22, February 12, March 19) and will conduct one final meeting April 9. Meetings were conducted with attendance from administration and staff as well as our student representatives. This year's goals could not have been met without the team work of all involved.

Our accomplishments for the year are listed as follows:

1. The Safety Subcommittee organized the annual Safety Walk in October. Commission on the Status of Women members Jack Butler, Ed Boucher, Charlie Mackie as well as student representatives walked the premises and recognized areas that require some attention. The Commission Safety Subcommittee prepared a final report with recommendations and a spreadsheet which was sent to President Bell, Mr. Jack Butler, and Mr. Charlie Macke.
2. The Safety Subcommittee of the CSW undertook creating a Building Safety and Satisfaction Survey last year. We are in the process of tallying our final stats and will have the report submitted to the proper administration as soon as the report is finalized.

3. The Policy Subcommittee created and administered a job satisfaction survey for female employees. The Subcommittee began the task of asking for volunteers to take time to complete the survey beginning with female faculty members. This stage was completed and has now carried on to female graduate students. Because of the length of time recording data, the survey will still be ongoing and be available November 2014.
4. The Publicity and Programming subcommittee with the assistance of Center Stage will host Rebecca Skloot Spring 2014. Ms. Skloot is an award-winning writer and #1 New York Times Bestseller and we are excited to have her on our agenda.
5. On March 26, 2013, the Commission on the Status of Women welcomed national icon Anita Hill to our campus. She spoke regarding "Reimagining Equality Race, Gender and the American Dream". Several campus representatives as well as community visitors were in attendance for an evening of inspiration.
6. The Commission supported funding for supplies and printing costs pertaining to the Women's Center: \$450, amounting to half the printing costs of *Attune*, the Women's Center newsletter, for fall and spring semester; \$200 for supplies, and \$100 for flyers.

The 2012-13 year has been very productive and positive. The Commission has set goals of which most were achieved and we have already planned ahead for next year with many ideas for an even better year ahead. Our hope is to continue striving forward in providing support for the safety of women on our campus and also growing to assist units and work together to spearhead problems we feel may become risks to our collegiate community.

Campus Space Utilization and Allocation Committee

The CSUA Committee “met” various times during Fall 2012 and Spring 2013 with some formal meetings, but several email meetings.

The primary task was to help implement the EMS (Event Management Systems) Campus software which had been selected prior to Fall 2012. The purpose of EMS Campus is to provide an automated system to adequately schedule academic and non-academic space. The Committee developed “Policy” statements to help direct the orderly selection of class rooms – from department to college to University.

A test phase was performed in the fall for preregistration of Spring 2013 classes in the College of Business, Biology and Chemistry. The test proved successful.

The University wide phase is being implemented during the spring as students preregister for Summer 2013 and Fall 2013. On January 9th the EMS Policy statements were presented to the Dean’s Council for their comments. The actual implementation began at the department level on February 18th, then to the college level on March 4th, and finally to the University on March 11th. In general the implementation appears to have gone well, but data are still being collected to determine future usage.

A revised Policy statement was issued on February 9th. The revisions related to STEM Center usage, UNIV and HON not having their own classrooms, and dislocated departments due to renovation. Several questions were asked relating to “fire code” capacity versus existing capacity.

Once the preregistration is completed this spring, the Committee will reassemble to discuss the Policy statement and the strengths and weaknesses of EMS Campus. The system has only been used with course scheduling and has not been tested for events scheduling.

Brent Cross deserves most of the credit for training and implementing EMS Campus.

March 28, 2013

Roy Loutzenheiser, Chair.

Faculty and Staff Traffic Appeals Committee
Annual Report
2012-2013

The 2012-2013 Faculty and Staff Appeals Committee consists of the following members:

Dr. Eric Harris
Ms. Valerie Nash
Ms. Kathryn Rust
Mrs. Phyllis Kilgore
Mr. Ricky Cartwright
Mr. Ben Shannon
Mr. Jim Dillon

The Faculty and Staff Appeals Committee met on April 11, 2012. Dr. Eric Harris presided over the committee meeting.

Ticket #022725 was voted as valid, fine waived.
Ticket #022722 was voted as valid, fine waived.
Ticket #022719 was voted as valid, fine waived.
Ticket #021495 was voted as valid, fine waived.
Ticket #023163 was voted as valid, fine waived.
Ticket #022429 was voted as valid, fine waived.
Ticket #022939 was voted as valid, full fine.
Ticket #023372 was voted as valid, full fine.
Ticket #021496 was voted as valid, full fine.
Ticket #023234 was voted as valid, full fine.
Ticket #023331 was voted as valid, full fine.
Ticket #023561 was voted as valid, fine waived.
Ticket #022703 was voted as valid, full fine.
Ticket #021120 was voted as valid, full fine.
Ticket #021901 was voted as valid, fine reduced to \$5.
Ticket #022938 was voted as valid, fine waived.
Ticket #022721 was voted as valid, fine waived.
Ticket #022724 was voted as valid, fine waived.
Ticket #023499 was voted as valid, fine waived.
Ticket #023578 was voted as valid, fine waived.
Ticket #023983 was voted as valid, fine waived.
Ticket #023600 was voted as valid, full fine.
Ticket #023972 was voted as valid, fine waived.
Ticket #023986 was voted as valid, fine reduced to \$15.

The Faculty and Staff Appeals Committee met on November 14, 2012. Mr. Ben Shannon presided over the meeting due to the chairperson's absence. Dr. Eric Harris was elected chairperson over this committee for the next term.

Ticket #024997 was voted as valid, fine reduced to \$25.
Ticket #024883 was voted as valid, full fine.
Ticket #024305 was voted as valid, fine waived.
Ticket #024406 was voted as valid, fine waived.
Ticket #024254 was voted as valid, fine waived.
Ticket #023821 was voted as valid, fine waived.
Ticket #026586 was voted as valid, fine waived.
Ticket #024509 was voted as valid, full fine.
Ticket #017954 was voted as valid, full fine.
Ticket #024812 was voted as valid, fine waived.
Ticket #024813 was voted as valid, fine waived.
Ticket #024896 was voted as valid, full fine.
Ticket #024811 was voted as valid, fine waived.
Ticket #025089 was voted as valid, fine waived.
Ticket #024855 was voted as valid, fine waived.
Ticket #024749 was voted as valid, full fine.
Ticket #025052 was voted as valid, fine waived.
Ticket #025127 was voted as valid, full fine.
Ticket #024666 was voted as valid, full fine.
Ticket #027152 was voted as valid, fine waived.
Ticket #027105 was voted as valid, fine waived.
Ticket #027051 was voted as valid, full fine.
Ticket #026780 was voted as valid, fine waived.
Ticket #027349 was voted as valid, full fine.
Ticket #027637 was voted as valid, fine waived.
Ticket #027963 was voted as valid, full fine.
Ticket #028030 was voted as valid, fine waived.
Ticket #028408 was voted as valid, fine waived.

The Faculty and Staff Appeals Committee will meet again in April of 2013.

Report submitted by Janet Johnson, Support Staff.

MEMORANDUM

TO: Administrative Council

FROM: Dr. Steven Hayslette, Chairperson, Institutional Animal Care and Use
Committee

Dr. Francis Otuonye, Associate Vice President of Research and
Graduate Studies, Executive Officer

DATE: March 28, 2013

SUBJECT: Annual Report

The 2012-2013 Annual Report for the Institutional Animal Care and Use Committee is attached for review by the Administrative Council. If there are any comments or questions about the Report, please contact the Chairperson (x3146) or Dr. Francis Otuonye, Executive Officer (x3233).

SH: FO:

attachment(s)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

2012-2013 Annual Report

I. Introduction/Governance

The Institutional Animal Care and Use Committee is a University standing committee operated through the Office of Research and Graduate Studies and reports to the Administrative Council.

This Committee is federally regulated; hence it must comply with both Federal and State regulations as well as meet campus requirements. These three entities must NOT be in conflict with one another.

II. Responsibility

The Committee develops and recommends policy to the University, in accord with federal and state policy, on matters pertaining to the welfare of animals used in research and related activities and implements those policies when they are approved.

III. Membership

The Committee is composed of eight (8) members—seven (7) from the campus and one (1) from the community. The members are:

Dr. Tyler Verble (veterinarian)	Ms. Tammy Howard
Ms. Rachel Hall	Dr. Chris Brown
Dr. Bruce Greene	Dr. Christy Killman
Dr. Steve Hayslette	Dr. Jessica Matson

Dr. Steve Hayslette serves as chair of the committee.

Dr. Francis Otuonye, Associate Vice President of Research and Graduate Studies, serves as the Executive Officer.

IV. Meetings/Activities

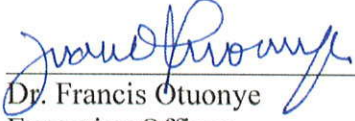
A. Meetings

The Committee regularly meets once each semester. Called meetings are held in addition to the regular meeting when deemed necessary. This year the Committee held its Fall 2012 meeting on 13 September 2012 at 11:00AM. The Spring 2013 meeting, originally scheduled for 21 March 2013, has been postponed until April due to departmental scheduling conflicts. No called meetings have been held.

B. Activities

1. *Laboratory Inspections*
Inspections of TTU lab facilities housing animals for research or teaching purposes are conducted twice annually, in accordance with national and institutional guidelines. Laboratories were inspected on 20 September 2012. Reports of these inspections are kept on file in the Office of Research and Graduate Studies; copies were sent to supervisors of the respective animal laboratories. Spring inspections will take place in April.

2. *Research Proposal Evaluation*
No applications for the use of animals in research have been received for consideration by the Committee so far during the 2012-2013 academic year.



Dr. Francis Otuonye
Executive Officer

INSTITUTIONAL REVIEW BOARD
FOR THE PROTECTION OF HUMAN SUBJECTS

2012-13 Annual Report
March 25, 2013

I. Introduction

The TTU Institutional Review Board for the Protection of Human Subjects, or IRB, is a standing university committee operating through the Office of Research and reporting to the Administrative Council.

The IRB develops and recommends policy to the university, in synchronization with federal regulations, on matters pertaining to the welfare of human subjects used in research, and implements those policies when approved. The main task of the IRB is to review research proposals involving human subjects, assess potential risks to those subjects, and insure compliance with federal and TTU regulations regarding the protection of human subjects. Risks may involve physical, psychological or legal consequences, as well as violations of privacy and confidentiality.

Proposals classified as exempt are those which have been determined not to pose any risk to the participants. The exempt designation is made by a department review committee chair or designee. Exempt proposals are forwarded to and filed in the Office of Research. Proposals eligible for expedited review present some risk to the participants, so they are reviewed by three members of the IRB. The IRB has formulated standard, uniform guidelines for classifying proposals for expedited review. Proposals that require review by the full IRB present a high level of risk. Each member of the IRB receives and examines a copy of a proposal for full review, and the full IRB deliberates and makes a decision at one of its regular meetings.

II. Membership

During the 2012-2013 year, the committee has 14 members. Of those 14 members, nine are TTU faculty, and five members are the community representatives. The Associate Vice-President for Research serves as the executive officer. Members are:

Mr. Michael Clark, IRB Chair, Department of Music
Dr. Francis Otuonye, Executive Officer
Dr. Meral Anitsal, Department of Economics and Marketing
Dr. George Chitiyo, Department of Curriculum and Instruction
Dr. Jann Cupp, Department of Counseling and Psychology
Dr. Linda Giesbrecht-Bettoli, Community Representative
Dr. Janet Isbell, Department of Curriculum and Instruction
Dr. Leann Jolley, School of Human Ecology
Ms. Patricia McGee, Community Representative
Dr. Susan Piras, School of Nursing
Mr. James Rogers, Community Representative
Dr. Robby Sanders, Department of Chemical Engineering

Mr. Drew Shelley, Community Member
Dr. Kim Wright, Community Representative
Dr. Lisa Zagumny, Department of Curriculum and Instruction

III. Meetings and Activities

The committee is scheduled for regular meetings twice each semester, on the first Monday of a given month, at 1:30 pm. The committee met on September 10, 2012. Two subsequent scheduled meetings were cancelled for lack of agenda items. The final meeting of the academic year is set for April 8, 2013.

To date for the academic year 2012-2013, including summer, 2012, the Office of Research has processed 229 exempt proposals. The IRB has not conducted any full reviews, not having encountered any proposals which meet the federal guidelines for requiring a full review. Members of the IRB have completed reviews of 12 proposals submitted for expedited review. As of March 24, 2013, 11 of these were approved, either on initial submission or with minor revisions. There is currently one proposal under active expedited review.

Proposals relating to educational strategies and evaluations, conducted as part of regular classroom activities, are now classified as exempt, accounting for the large percentage of exempt proposals. The number of proposals submitted for expedited review remains relatively low.

The IRB continues to modify the forms used for submission of proposals for review, to make them clearer and more understandable to the researchers submitting them, and more useful to the reviewers. The IRB is interested in providing training and development to members whenever possible. This year, five IRB members participated in a national webinar on the topic of consideration of qualitative research by IRBs. We will continue to look for opportunities for IRB members to participate in appropriate development activities. The IRB is currently beginning a review of its process for reviewing and processing proposals submitted as exempt, in order to assure that all such proposals have been correctly classified.

Respectfully submitted,



Michael Clark, Chair



Dr. Francis Otuonye, Executive Officer




Tennessee Tech
UNIVERSITY

Military Science (Army ROTC) Department

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MEMORANDUM:

TO: Chairperson, Administrative Council

FROM: Mark Ochsenein, Chair, Military Affairs Advisory Committee 

DATE: April 5, 2013

SUBJECT: Annual Report of Committee

During the 2012-13 academic year, the Military Affairs Advisory Committee held three meetings.

1. At the September 11, 2012, meeting Mark Ochsenein was elected Chair of the committee and welcomed the members to the meeting. Professor of Military Science, LTC Bret N. Martin, gave the updates on the Cadre members. MAJ Mark Tyndall's arrival date would be September 20, 2012.
2. LTC Martin updated the group on the 5 year Mission Strategy for the ROTC Department.
3. LTC Martin noted that we did not receive any National Scholarships this year but we did receive two-3 year Advanced Designee Scholarships (Matthew Cormier and Caleb Anderson). There are still available scholarships for Dedicated Guard.
4. Fall Enrollment (MSI 39; MS II 16; MS III 10; MS IV 15; MSV 4; Completion Cadets 3).
5. Upcoming events (Stones River Staff Ride, Land Navigation Training (Austin Properties), Ranger Challenge (Fort Knox), Fall FTX, Military Appreciation Football game and Commissioning were posted for view.
6. Summer Highlights – CADETS - (12 Commissioned Spring/Summer, 13 LDAC, 1 Airborne School, 1 Air Assault School, 6 CTLT Cadet Troop Leader Training, 2 Corps of Engineer Internship). CADRE – (2 CULP (Cultural Understand & Language Program – LTC Martin to Costa Rica and MSG Mallo to Senegal; 1 LDAC at Fort Lewis, WA – SFC Owen; 1 LTC at Fort Knox, KY – Paul Padgett
7. At the November 6, 2012, meeting, Mark Ochsenein, chair of the Military Affairs Advisory Committee, gave a welcome to those in attendance.
8. LTC Martin informed the group about the FTX Training on October 25-28, 2013 at Smyrna. The Training Conducted was:
 - a. Cold weather Training
 - b. Land navigation written test
 - c. Weapons training on EST 2000
 - d. Group, zero, & quality on MR
 - e. Stress shoot with M4
 - f. Familiarization fire with M249
 - g. MSI-II Tactics with paintball
 - h. MSIII STX Lanes
 - i. Day and night land navigation
9. LTC Martin showed a 5 Year Mission Strategy by Name.
10. We were to enroll 9 new cadets for Spring 13.
11. LTC Martin briefed the committee on the Rappel Tower. Dr. Stephens had requested a Scope of Work. This SoW was submitted for the following:
 - a. 40' steel tower
 - b. 40' wood wall
 - c. 40' helicopter skid free wall
 - d. 20' solid wall (beginner)
 - e. Metal stairwell

- f. Shredded rubber pit
12. The February 2012 meeting was cancelled.
 13. At the April 2, 2013, meeting LTC Martin reported the following information on the CADRE:
 - a. LTC Martin (PCS June 2013)----Replacement MAJ Dominic Ciaramitaro (arrive June 2013)
 - b. MSG Mallo (PCS May 2013)----Replacement MSG Craig Wallace (arrive May 2013)
 - c. MAJ Rominger (PCS April 2013)----Replacement MAJ Daniel Evans (arrive April 2013)
 - d. MAJ Tyndall (Depart Sept 2013)----Replacement CPT Noah Cordova (arrive June 2013)
 - e. MSG Owen (PCS December 2013)----Replacement to be named later – expected January 2014
 14. Fall FTX was discussed. March 21-24, 2013, at Wendell Ford, KY. Training conducted was:
 - a. Obstacle course
 - b. Garrison Operations
 - c. MSI-II MOUT Training
 - d. MSI-II Tactics with paintball
 - e. MSIII STX Lanes
 - f. Day and night land navigation
 15. Upcoming Events:
 - a. April 5-6 Ranger FTX
 - b. April 13 ROTC Country Run
 - c. April 26 MS III Land Navigation
 - d. April 30 Awards Ceremony
 - e. May 7 Black Hawk flights
 - f. May 10 Commissioning
 - g. May 13-18 Warrior Week
 - h. Summer Leader Training Course
 - i. Summer LDAC
 16. LTC Martin explained Sequestration and the consequences:
 - a. Furlough
 - b. Limited Budget
 - c. Limited Training/Events (CULP, CTLT reduced, Army Schools greatly reduced, educator visits cut.
 17. Next meeting is Fall 2013.



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MEMORANDUM

TO: Chairperson, Tennessee Tech Administrative Council
FROM: Mark Wilson, Chairman, Sports Hall of Fame Committee
DATE: February 13, 2013
SUBJECT: SPORTS HALL OF FAME ANNUAL REPORT FOR 2012-2013

A handwritten signature in black ink, appearing to read "Mark Wilson", is written over the "FROM:" line of the memorandum.

The TTU Sports Hall of Fame Committee met on August 21st, 2012 to consider candidates for entry into the TTU Sports Hall of Fame. The Committee selected the following individuals as 2012 Hall of Fame Inductees:

- 1) Janet Holt Baker (Women's Basketball, 1998-2002)
- 2) Ken Fults (Football, 1958-1961)
- 3) Randy Smith (Tennis Coach and Administrator 1998-2006)
- 4) Grant Swallows (Baseball and Football, 1998-2002)

These four individuals were formally inducted into the TTU Sports Hall of Fame at the Sports Hall of Fame Dinner on Friday evening, November 2nd, 2012.

Memo

To: Administrative Council

From: Ed Boucher, Executive Officer, Student Affairs Committee



Date: March 7, 2013

Re: Student Affairs Committee – 2012-2013 Annual Report

The Student Affairs Committee met on the following dates:

October 4, 2012
November 1, 2012
December 6, 2012
February 7, 2013
March 7, 2013
April 4, 2013 (scheduled meeting)

The members of this committee are:

Richard Barns
James Baier
Shelly Brown
Jadwiga Dolzycki
Karah Frank
Susan LaFever
Sara Lockett
Hank Mannle
Valerie Petty
Kathryn Rust
Alex Wagner
Katie Williams

Daniel Badoe
Kyle Bieze
Paul Darkangelo
Hand Duvier
Ashley Humphrey
Regina Lee
Charlie Macke
Elizabeth Ojo
Kristie Phillips
James M. Stewart
Roy West

Following are highlights of past meetings:

October 4, 2012

1. Roy West was elected as chairperson for the 2012-2013 academic year.
2. The following subcommittees were appointed:
 - i. Student Organizations

- ii. Student Life
 - iii. Policy
 - iv. Student Organizations Discipline
3. Approval of constitutions for student organizations:
 - i. Adventist Christian Fellowship
 - ii. Gymnastics Club
 - iii. TTU Gay-Straight Alliance
 - iv. Education Psychology & Counselor Education Graduate Association
 4. Clarification of question on Gender Identity.

November 1, 2012

Approval of constitution for student organization: Model United Nations.

December 6, 2012

Approval of constitution for student organization: Secular Student Alliance.

February 7, 2013

1. Ashley Humphrey was appointed as chair for the remainder of FY 2012-2013 as previous chair, Roy West, left for an internship in Nashville.
2. Approval of constitution for student organization: TTU Future Alumni Support Team.

March 7, 2013

Approval of constitutions for student organizations:

- i. Student United Way
- ii. Tennessee Tech Spirit Society
- iii. Nurses Christian Fellowship



Ed Boucher, Executive Officer

**University Art Committee
Annual Report
2012-2013**

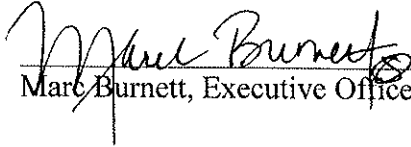
Membership

Dr. Michael Birdwell
Mr. Marc Burnett, Executive Officer
Dr. Patricia Coleman
Dr. Cathy Cunningham
Dr. David Elizandro
Ms. Karah Frank
Mrs. Julie Galloway
Mr. Gray Gill
Dr. Martha Kosa
Ms. Regina Lee
Ms. Christina Mick
Prof. Benedict Oddi
Dr. Mary Pashley
Dr. Barry Stein
Dr. Carol Ventura
Prof. Kimberly Winkle, Chairperson
Dr. Dana Winningham
Mr. Jared Woodward

The University Art Committee and the Joan Derryberry Art Gallery co-sponsored the following events for the 2012-2013 year.

- Held 8 exhibitions of art ranging in the following mediums: sculptural woodworking, encaustic painting, drawings, mixed media, baskets, fiber and the all media annual juried student art exhibition
- Extended gallery programming by being open on Sundays from 1:00 p.m. – 3:00 p.m. during Bryan Symphony Orchestra performance Sundays
- Partnered with the Volpe Library to provide a new purchase award during the upcoming juried student exhibition. The University Art Committee and the Library Art Committee will be working collaboratively to select the award winning artwork
- Extended the gallery's programming by being open during Family Weekend and on Homecoming Saturday, fall 2012 and plans to be open during Windows on the World festival (WOW) in April 2013
- Hosted 6 gallery talks by exhibiting artists - averaged 40-45 people per talk
- Approximately 1000 people visited the Joan Derryberry Art gallery during the fall 2012 semester
- Obtained volunteer services of a local community member to assist in providing consistent hours of operation (Monday – Friday 10:00 a.m. – 4:00 p.m.) by serving as a gallery attendant
- Submitted 7 Center Stage proposals, which were successfully granted, for support of the exhibition programming for the 2013-2014 academic year

- September 2012, adjudication occurred of 110 artist proposals for consideration of solo exhibitions during the 2013-2014 and 2014-2015 academic years
- Invited 15 individual artists to exhibit during the 2013-2014 and 2014-2015 academic years
- Successfully marketed and promoted the gallery to university and local communities through: brochures, posters, e-mail blasts and press releases



Marc Burnett, Executive Officer

Annual Report, University Committee on Buildings and Grounds, 2012-2013
March 30, 2013

The University Committee on Buildings and Grounds had four meetings scheduled during the 2012-13 academic year, but held only three due to schedule conflicts and lack of agenda items:

September 27, 2012 ~~November 29, 2012~~ January 24, 2013 March 28, 2013

Committee members included:

Douglas Airhart	Randle Bell	Mike Birdwell	Jim Cobb
Sayed Hasan	Greg Haynes	Charlie Macke	Samuel Masters
Tiff Rector	Ben Shannon	Gay Shepherd	Jim Sullivan
Bruce Throckmorton	Jeremy Wendt		
Students:	Alex Wagner	Roy West	Scott Hill

Although contacted, no students attended our meetings.

Dr. Douglas Airhart was nominated, elected and served as chairperson. Mr. Jack Butler was Executive Officer for the committee and Ms. Misty Simpson served as Recording Secretary.

The following subcommittees were formed:

Campus Beautification

Ben Shannon, Chair
Sam Masters
Charlie Macke
Randle Bell
Greg Haynes
Douglas Airhart

Campus Parking & Traffic

Gay Shepherd, Chair
Charlie Macke
Tiff Rector
Jeremy Wendt
Jim Cobb

Campus Security

Gay Shepherd, Chair
Jim Sullivan
Jim Cobb
Charlie Macke
Bruce Throckmorton

Recreational Facilities

Ben Shannon, Chair
Jeremy Wendt
Mike Birdwell
James Leverette

Our committee discussed various items and made the following recommendations:

1a. In a consideration to improve visibility and "way-finding" for visitors, our Committee endorsed placing names high on buildings (in addition to T-signs that are blocked by parked vehicles and traffic) and recommended that standards be assigned for placement and lettering. The Committee unanimously approved the following guidelines for Placement and Lettering of Names on University Buildings:

- Names will be in appropriate location [suggested for fascia];
- Names will have white background [suggested for fascia];
- Lettering shall be consistent across campus [is not now].

Photographs of the buildings with names were prepared for comparisons, and are included. In most cases the lettering is readable if on white background, but the dark lettering on brick is not easily read.

1b. Subsequently, Mrs. Debbie Combs submitted a request on behalf of the Bell Naming Committee (including Mr. Mark Ochsenbein of Student Services, Mr. Olen Myhre of Martin Signs and Mr. Boone Gray of Communication and Marketing and others) to approve a name and lettering for the building housing the School of Nursing. That request included these suggestions:

- Name is located on fascia;
- Architecture font is used;
- Appropriate letter size is based on fascia dimensions;
- Conjunctions are smaller size and centered vertically;
- Black lettering is used to match handrails and light posts on campus.

Photographs of existing signs and lettering were compared for comparisons, and are included. Architecture font is being used. Letters are a mixture of bronze, black (paint?, and streaking the background) and brass color (on dark background less easily read). Those on white background are more easily read; those on brick are larger size, but are less easily read. One example from town shows white lettering on brick, which is easily read.

1.c. Based on those considerations, we suggest these Guidelines for Building Name Lettering Policy:

- Names will be in appropriate location [fascia];
- Lettering will have white background [fascia];
- Architecture font will be used;
- Appropriate letter size will be based on fascia dimensions;
- Conjunctions will be smaller size and centered vertically;
- Black lettering will be used to match handrails and light posts on campus;
- Consider use of white lettering if names must be placed on brick.

2. Due to confusion of some new names of buildings and their similarity to current established names of buildings, the Committee unanimously endorsed the selection of three temporary generic names for buildings currently being called "New Hall North" and "New Hall South" [will not be new forever], and "Southwest Hall" [neither southern-most nor western-most building]. No names were officially suggested.

3. The Committee endorsed the need for "TTU Motorized Cart Safety Policy and Procedures", based on a draft document submitted by Chief Shepherd.

4. The Committee unanimously recommended that representatives from Facilities/ Police/ Residential Life review and resolve parking violations occurring at the RXR near "New Hall South".

5. The Committee approved a variety of responses to six SGA Bills submitted for consideration, but did not endorse any of the Bills due to lack of clarity or detail, and current studies and plans for similar actions already in place.

6. The Committee tabled any endorsement of requests to place society "keys" or other statue-type structures near building entrances, and suggested that Jack Butler, Jim Cobb, Samuel Masters and Tiff Rector cooperate to devise a recommended policy for submittal to Administrative Council.

D L Airhart

Douglas Airhart, Chairperson

30 March '13

Date

Jack Butler

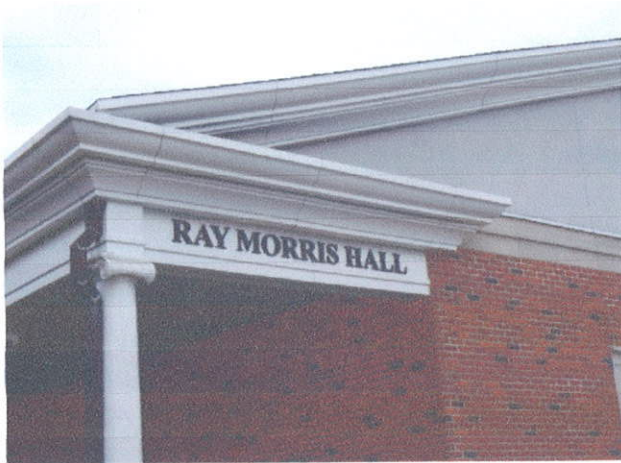
Jack Butler, Executive Officer

04/09/13

Date

Jack

At our last B&G meeting we discussed names on buildings. I have found these 3, not sure if you mentioned others. I like the look on the white trim, and the lettering style; not so much the letters/style on the red brick. Would you want to present this for discussion at the next B&G meeting?





1. Dixie at 9th, TTU entrance.
Precedence: Architect Letters on white back.



4. Willow Avenue entry, Campus Map.
Dark Letters on brick are not as readable.



2. Willow at University, TTU entrance.
Precedence: Architect Letters on white background.
Letters are streaking the background.



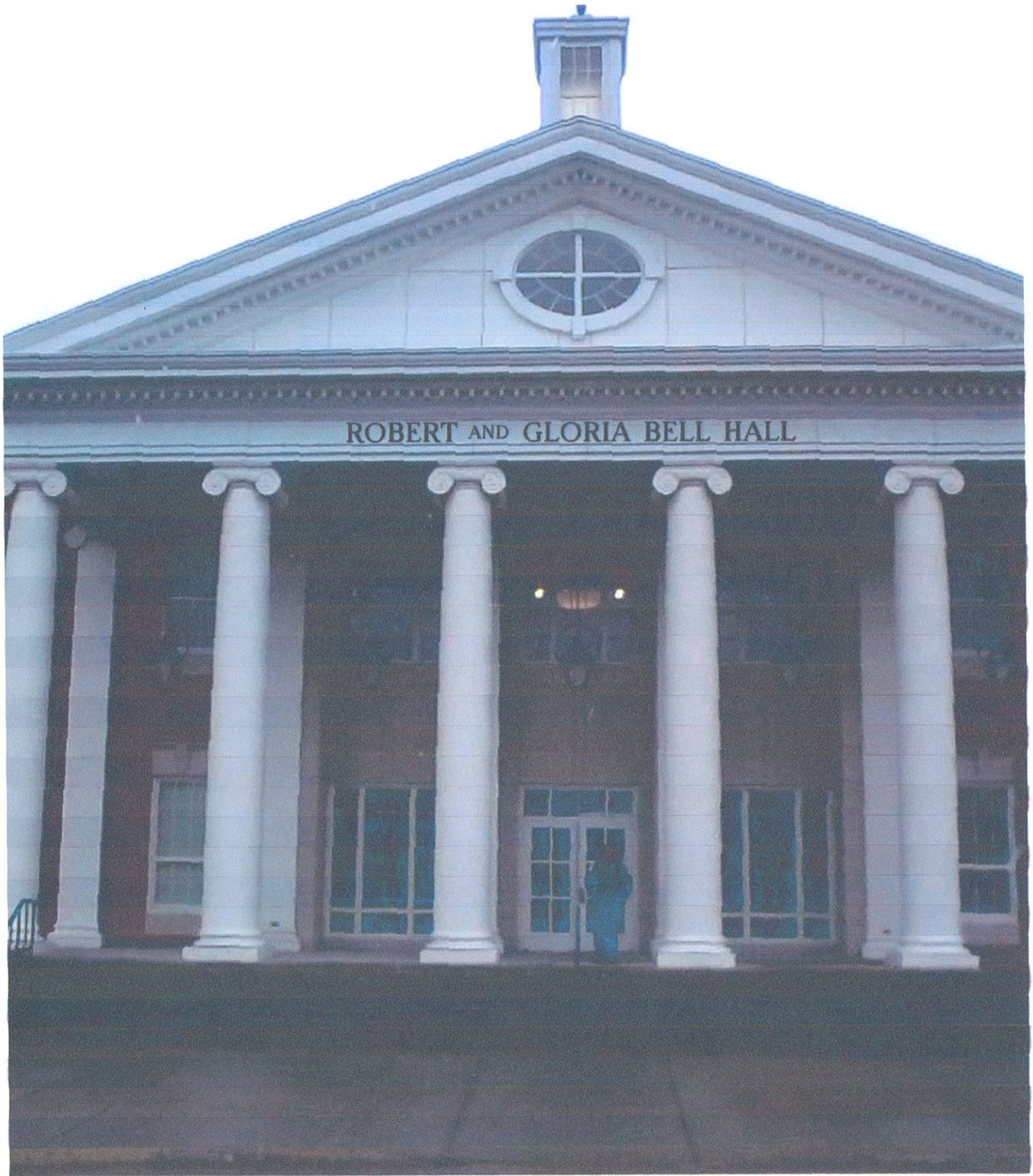
5. Willow Avenue entry, Campus Map, Close-Up.
Dark letters on brick.



3. 7th at Peachtree Street, entrance sign.
Precedence: Architect lettering, in bronze on dark.
Can you read this?



4. Example from town.
Suggest WHITE letters on Brick for readability.



ROBERT AND GLORIA BELL HALL

**Tennessee Technological University
Student Financial Aid Committee
Annual Report 2012-2013**

The TTU Student Financial Aid Committee did not meet during the 2012/13 Academic Year due to lack of changes in the system.

The committee is anticipating meeting during the 2013/14 year to discuss the following changes in delivery of aid to students:

Verification

Satisfactory Academic Progress – 1 year later

Survey tools and analysis

Banner Document Management System Implementation

Federal Shopping Sheet Implementation

Mr. Lester McKenzie, Director
Committee Administrator

Memo

To: Administrative Council
From: Ed Boucher, Executive Officer, University Judicial Council
Date: February 13, 2013
Re: Annual Report 2012-2013 Academic Year

The members of the University Judicial Council are:

James Baier	Charles Carnal
Steven Frye	Susan LaFever
Charlie Macke (chair)	Julie Pharr
Jeff Roberts	Zachary Wilcox

The committee met on the following dates:

September 13, 2012
September 20, 2012

➤ September 13 and September 22, 2012:

Distribution and discussion of orientation materials:

- Disciplinary System Manual
- Annual Report 2011-2012 Academic Year
- Summary of Judicial Cases for 2011-2012



Ed Boucher, Executive Officer



**ANNUAL REPORT
UNIVERSITY SAFETY & ENVIRONMENTAL COMMITTEE
2012-2013
MARCH, 2013**

The University Safety & Environmental Committee scheduled four meetings during the 2012-2013 academic year. A quorum was not present for the October 23, 2012 meeting. The remainder of the meetings on September 25, 2012, January 22, 2013 and February 26, 2013 took place in Johnson Hall Room 102 with last meeting being moved to the Facilities Conference Room.

Committee Members include:

Mr. Charlie Macke, Chairperson
Ms. Sarah DiFurio
Mr. Jim Sullivan
Mr. Mike Cowan/Ms. Evelyn Chambers
Ms. Gay Shepherd
Ms. Karen Lykins
Mr. Chester Goad
Dr. Lenly Weathers
Dr. Jason Beach
Dr. Gretta Stanger
Dr. Chris Brown
Mr. Kevin Thompson
Mr. Kevin Burchett
Mr. Dennis Parker
Mr. Rusty Chilcutt
Ms. Barbara Glasscock
Mr. Shane Livingston, student
Mr. David Wix, student

Mr. Charlie Macke served as Chairperson and Mr. Jim Cobb served as the Executive Officer for the committee. Mrs. Jody Webb provided staff support services.

The committee discussed various items including bicycle safety, crosswalk safety/issues, an upcoming Disaster drill scheduled for August, a new Alertus program that ties in with the current RAVE alert system, updates on current renovations and fire alarm upgrades around campus. Also discussed was the use of golf carts, electric cars, gators, etc. on campus. Chief Shepherd has since drafted a policy and procedures for the use of these to be approved. The committee was also briefed of two newly formed committees; the Clery Act Compliance Committee and the Storm Water Management Committee. Discussion was also had regarding a company named P-Tac coming in and doing an evaluation/revision of our emergency operations plan at no cost to the University.

Handwritten signature of Charlie Macke in cursive script.

Charlie Macke, Chairman

Handwritten signature of Jim Cobb in cursive script.

Jim Cobb, Executive Officer

Joint Committee for Planning & Budget
Annual Report of Committee for FY 2012-2013

April 8, 2013

- The committee met in August and September 2012.
 - During the first meeting, the committee discussed the revised budget.
 - Proposed actions/strategies submitted by individual units for FY2012-13 were reviewed by the committee and approved or returned to the unit for further information.
 - Dr. Claire Stinson gave an update on the budget and reviewed the associated actions.
 - During the second meeting, the committee focused on the October budget revisions as well as pursuing a University Gap Analysis.
 - The committee reviewed and approved the actions to be implemented with the October budget.
 - The committee discussed the proposed strategic planning process for the Gap Analysis.
 - The Gap Analysis Task Force Committee was formed and began working with Huron Consulting in Fall 2012. Huron assisted the committee in identifying strategic planning areas of issue within the University and performing high level benchmarking against peer institutions.
 - The newly formed committee, with Huron's assistance, compiled a Gap Analysis report which discussed and identified four focus areas within the University that the campus constituents determined had need for direct attention in regard to overall strategic planning.
 - Based upon the reports, four individual focus groups were formed to work on action plans to address each area of issue.
 - Implementation of the action plans will begin in FY 2013-14.



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MEMORANDUM

TO: Chairperson, Athletics Committee

FROM: Mark Wilson, Director of Athletics *M.W.*

DATE: March 18, 2013

SUBJECT: **GENDER EQUITY ANNUAL REPORT FOR 2012-13**

The Athletics Department continues to monitor and maintain the standards indicated as appropriate by both the December 2004 NCAA Peer Review and January 2005 OVC Review. The most recent OVC Review was completed in April 2010. These reviews indicated no major areas of deficiency regarding gender equity in the Athletics Department. The Senior Woman Administrator regularly monitors participation and scholarship dollars to ensure a close match within the student population. Currently, female student-athletes represent 46.73% of the Athletics Department. This is slightly below but is within 1% of the 46.9% of females in the general undergraduate student population. Scholarships, services, equipment, etc., are all available proportionally, and frequent monitoring maintains equity.

The Athletics Department continues to actively seek qualified female applicants for staff openings in clerical, administrative, and coaching positions. Since last year's Gender Equity Report, we have hired females in the positions of Academic Advisor, Head Softball Coach, Assistant Women's Basketball Coach (two positions), Assistant Men's and Women's Golf Coach, Football Graduate Assistant, and Men's and Women's Cross Country/Track Graduate Assistant.

Female student-athletes are strongly represented in the Student-Athlete Advisory Committee (SAAC) and currently make up 57.14% of the committee's membership, with females being elected as President, President-Elect, Vice President, and Secretary of SAAC for the 2012-13 year. In addition, a female has served as an OVC SAAC representative as well as the OVC SAAC representative to the NCAA this year.

Athletics continues to maintain fully funded scholarships in all women's sports except women's track. Due to State of Tennessee budget cuts, two sport programs were suspended effective with the 2010-11 fiscal year: Women's Tennis and Rifle. We kept gender equity in the forefront in making this difficult decision. A conscious and successful effort was made to realign scholarships within the remaining 14 sport programs to ensure continued proportionality with budgeted scholarship dollars and participation numbers. We will continue to strive to maintain these fully funded scholarships. However, with the continual mandatory increase in tuition and fees, it may be impossible to maintain this level of scholarship funding for future years.



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TO: Chairperson, Athletics Committee

FROM: Mark Wilson, Director of Athletics *Mark P. Wilson*

DATE: March 28th, 2013

SUBJECT: **DIVERSITY ISSUES ANNUAL REPORT FOR 2012-2013**

Tennessee Tech University and its Athletic Department continues its commitment to diversity issues. We monitor the maintenance of standards indicated as appropriate by both the results of the December 2004 NCAA Peer Review and January 2005 OVC Review. The most recent OVC Review was completed in April 2010. These indicated no major areas of deficiency regarding minority student-athlete issues. The Athletics Department continues to actively recruit minority student-athletes for each team and to work with campus resources to provide opportunities for minority student-athlete development and leadership. Minority student-athletes made up approximately 15.04% of our women's teams (which is up from 14.3% in 2011-2012) and 38.5% of our men's teams (which is up from 33.5% in 2011-2012.)

We have minority staff in full-time and part-time positions in athletics. For this reporting period, we have five full-time minority assistant coaches (two in football, two in men's basketball, and one in women's basketball), two part-time minority assistant coach (women's soccer and football), and a minority graduate assistant in football. We also had one international graduate assistant in men's tennis.

Our student-athlete exit interview protocol includes questions to address the needs of minority student-athletes. Exit interviews are individually conducted by the Associate Athletics Director for Sports and Compliance, the Assistant Athletics Director for Business and Personnel/SWA, and the Faculty Athletics Representative. Minority representation in the Student-Athlete Advisory Committee is encouraged, and most teams with a significant minority population have at least one minority representative on that committee. Specifically, men's and women's basketball and football are represented by one or more minority individuals, while men's tennis is represented by a non-resident alien. There are a total of seven minorities on the SAAC.

Academic Council Procedures

I. Name

The Academic Council of Tennessee Technological University

II. Purpose

The Academic Council assists the president of Tennessee Technological University as follows:

- A. By proposing actions to be taken, or legislating when authorized, on matters which relate to the total field of instruction. Such matters would include, inter alia, the following: freshman orientation, guidance and counseling, improvement of instruction, honor and probationary student loads, degree and degree requirements, testing programs, curricular needs, scholarships and awards, registration procedures, faculty workshops, English Qualifying Examinations, institutional policies relating to class attendance, adding and dropping courses, and security of examinations.
- B. By receiving reports from and/or reviewing actions of and/or directing actions to be taken by the Admissions and Credits Committee; Committee on Commencement, Convocations, and Academic Ceremonies; Faculty Development Steering Committee; Faculty Research Committee; Graduate School Executive Committee; Interdisciplinary Studies and Extended Education Committee; Library Committee; Teacher Education Committee; University Curriculum Committee; University Research Advisory Committee; and such other committees as may be designated. The Academic Council may, in reviewing particular actions of the various committees reporting to it, direct further study by these committees pertaining to these actions.
- C. By meeting in joint session with the Administrative Council as the University Assembly for Tennessee Technological University to consider such matters as may be designated by the President for review by the Assembly.

III. Members

Members of the Academic Council shall be appointed by the president of the university in accordance with existing procedures for elections and recommendations of faculty and student members.

A. Composition:

There shall be a total of ~~thirty~~thirty-three members distributed as follows:

1. Faculty: ~~Eighteen-Twenty-one~~ faculty members, one elected from the College of Interdisciplinary Studies, two elected from each of the remaining five colleges, two elected from the School of Nursing, and eight elected at large by the University faculty;
2. Administrative: Eight members of the administration appointed by the President of the University;
3. Student: Four members, one of whom shall be the Vice-President and one of whom shall be the Treasurer of the Student Government Association (SGA), and two of whom shall be appointed by the President of the University from a list of names submitted by the President of the SGA.

B. Election of Faculty Members from Colleges and Schools

1. One faculty representative shall be elected from the College of Interdisciplinary Studies, ~~Two regular~~ faculty representatives shall be elected by each of the remaining five colleges, and two representatives shall be elected from the School of Nursing.
2. The election of faculty representatives shall be by secret ballot unless candidates are unopposed.
3. College and School elections shall take place during the Spring Semester, with new representatives assuming office at the beginning of the following Fall Semester.

C. Election of Faculty Members-at-Large

Eight faculty representatives shall be elected by the entire University faculty in consonance with the following procedures:

1. To be eligible for inclusion on the printed slate of nominees for election to the Academic Council as a member-at-large, there must be presented to the Office of the Provost in the name of the faculty a petition of nomination signed by no less than twelve full-time members of the faculty of Tennessee Technological University, at least one-half of whom shall be from some area other than that of the nominee. The nominee, who must also be a full-time member of the faculty, must sign the petition of nomination indicating acceptance of the nomination.
2. The petition of nomination shall be submitted at least forty-eight hours before the meeting of the University Faculty at which the election is to take place.
3. At the meeting of the University Faculty when the election is to take place, each full-time member of the faculty shall be presented a ballot for election of members-at-large to the Academic Council. Each ballot will contain the names of the incumbents, the newly elected college representatives, the slate of nominees for members-at-large presented through the process of petitions of nomination, and space for nominations from the floor.
4. The faculty shall vote for the number of nominees corresponding to the number of posts to be filled, e.g., if two seats are to be filled, the voter will mark two names on the ballot. The two nominees receiving the highest number of votes shall then be declared the new members-at-large.
5. The election of members-at-large shall take place near the end of the Spring Semester with newly-elected members assuming office at the beginning of the Fall Semester.
6. The election of members-at-large may take place by means of a mail ballot when, in the opinion of the presiding officer of the University Faculty, such a procedure would be of greater convenience for the faculty as a whole. In such case, the same procedures for nomination as provided above for a regular University Faculty meeting shall prevail and also the same procedure for provision of clearly marked ballots, with the exception that petitions of nomination shall be submitted to the Office of the Provost at least one week before the date designated as the last by which ballots must be returned to that office.

D. Terms of Office

1. Faculty representatives shall serve three year terms, effective at the beginning of the Fall Semester following election;
2. Administrative representatives shall serve at the pleasure of the President of the University;
3. Student representatives shall serve one-year terms, effective at the beginning of the Fall Semester.

E. Vacancies

In the event of a vacancy in the membership, the following procedures shall be used to fill the vacancy:

1. Faculty Representatives – the President of the Faculty Senate shall appoint a successor from the same constituency (College, School, or at large), who shall serve until the election and qualification of a replacement. At the normal time of faculty elections in the Spring Semester, a representative shall be elected to complete the term in which the vacancy occurred.
2. Administrative Representatives – In the event that an administrative representative is unavoidably absent from a meeting, he/she may appoint another individual from the same constituency to serve in his/her place, with all the rights and privileges of membership. In the event of the long-term inability of an administrative representative to

fulfill his/her obligations as a member of the Council, the President of the University shall immediately appoint a replacement.

3. Student Representatives – the President of the Student Government Association shall nominate a replacement to fill out the unexpired portion of the term, who shall then be appointed by the President of the University.

F. Responsibilities of Members

Members are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Consistent failure to attend regularly scheduled meetings of the Academic Council may result in a declaration by that body that the position is vacant, in which case the provisions of paragraph E shall be implemented.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the Academic Council by furthering the total program rather than by assuming a parochial position.
5. Serve on committees when appointed.
6. Contribute and participate in the work of the Council.

G. Attendance at Meetings

If an administrative member is unavoidably absent from a meeting, he/she may, with the concurrence of the chairperson, appoint his/her administrative assistant or a faculty member to serve in his/her place. The one so appointed shall serve in the member's place with all the rights and privileges of an active member.

IV. Officers

Chairperson

The chairperson shall be elected annually from the membership of the Academic Council. The chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting and furnish a copy to each member at least three working days prior to regular meetings and one day prior to special meetings.
3. Cause minutes to be prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint special committees as required.
6. Disseminate information regarding action taken by the Council and forward to the Office of the Provost copies of the approved minutes of the Council and copies of the annual reports of the various standing committees which report to the Council.
7. When he/she deems such action desirable, invite guests to participate in discussion of matters before the Council.
8. Vote only when his/her vote would affect the outcome, i. e., in cases where, without his/her vote, there is a tie or one more in the affirmative than in the negative.
9. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Council.

V. Meetings

- A. Three regular meetings shall be held during each Fall and Spring Semester. The date and time for such meetings shall be included in the administrative calendar. The first meeting of each semester must be held during the first three weeks of the semester.
- B. Any member may submit items to the chairperson for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. The chairperson may call a special meeting when he/she deems such action desirable.

D. A majority of all members of the Council shall constitute a quorum.

VI. Committees

A. Standing committees are not authorized.

B. Special committees shall be appointed by the chairperson as he/she shall from time to time deem necessary to carry on the specified items of the work of the Academic Council.

VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VIII. Amendment of Procedures

These procedures can be amended at any regular meeting of the Academic Council by a two-thirds vote, provided that the proposed amendment has been submitted in writing by the chairperson to each member at least three days prior to the meeting. Amendments to procedures are subject to approval by the Administrative Council.

IX. Effective Date of Implementation

These modified procedures shall become effective at the beginning of the 1977-78 academic year.

AMENDED 1982-83 Academic Year; May 5, 1984; May 8, 1985; November 11, 1987; November 15, 1989; January 31, 1990; March 31, 1999; November 14, 2007; April , 2013

Administrative Council Procedures

I. Name

The Administrative Council of Tennessee Technological University.

II. Purpose

The Administrative Council assists the President of Tennessee Technological University as follows:

- A. By proposing actions to be taken, or legislating when authorized, on matters which relate to the administration of the University. Such matters would include, inter alia, the following: counsel on operational and faculty policies, proposed changes in institutional procedures, and other matters pertaining to the administration of the University. It also provides counsel on disciplinary matters and residency requirements through special committees chaired by designated officials.
- B. By receiving reports from and/or reviewing actions of and/or directing actions to be taken by the following University Standing Committees: Athletics; Buildings and Grounds; Campus Space Utilization and Allocation; Chapter 606 Student Monies Allocations; Commission on the Status of Blacks; Commission on the Status of Women; Faculty and Staff Traffic Appeals; Institutional Review Committee for the Care & Use of Laboratory Animals in Experimentation; Institutional Review Committee for Human Subjects; Military Affairs Advisory; Patents & Copyrights Advisory; Public Media; Sports Hall of Fame; Student Affairs; Student Financial Aid; University Art; University Judicial Council; University Recreation & Fitness; University Safety & Environmental; and such other committees as might be designated. The Administrative Council may, in reviewing particular actions of the various committees reporting to it, direct further study by these committees pertaining to these actions.
- C. By meeting in joint session with the Academic Council as the University Assembly for Tennessee Technological University to consider such matters as may be designated by the President for review by the Assembly.

III. Members

Members of the Administrative Council shall be appointed by the President of the University in accordance with existing procedures for elections and recommendations of faculty and student members.

A. Composition

The council will be composed of regular members and resource staff appointed at the discretion of the president. There shall be a total of ~~thirty-nine~~ forty-one regular members. The members of the council will be distributed as follows:

1. Faculty: ~~Twenty~~ Twenty-two faculty members, two elected from ~~each of the five colleges~~ College Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College

of Engineering, School of Nursing and the Library and eight elected at large by the University faculty;

2. Administrative: Eleven administrative members shall be appointed by the president.
3. Student: Four members, one of whom shall be the President and one of whom shall be the Secretary of the Student Government Association (SGA) and two of whom shall be appointed by the President of the University from a list of names submitted by the President of the SGA.
4. Staff: Four members, two of whom shall be clerical representatives and two of whom shall be support representatives, appointed by the President of the University from a list of names submitted by the Staff Advisory Committee.
5. Resource Staff: Appointed by the president prior to the beginning of the fall semester. The presidential appointments shall not exceed four staff members.

B. Election of Faculty Members from College, School, and the Library

1. Two regular faculty representatives shall be elected by the College Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, School of Nursing each of the five colleges and the Library.
2. The elections of faculty representatives and alternates shall be by secret ballot unless candidates are unopposed.
3. College, School, and Library elections shall take place during the spring semester, with new representatives and alternates assuming office at the beginning of the following fall semester.

C. Election of Members-at-Large

Eight of the members-at-large and two alternate members-at-large shall be elected by the entire University faculty in consonance with the following procedures:

1. To be eligible for inclusion on the printed slate of nominees for election to the Administrative Council as a member-at-large, there must be presented to the Office of the President in the name of the faculty a petition of nomination signed by no less than twelve full-time members of the faculty of Tennessee Technological University, at least one-half of whom shall be from some area other than that of the nominee. The nominee, who must also be a full-time member of the faculty, must sign a petition of nomination indicating acceptance of the nomination.
2. The petition of nominations shall be submitted at least forty-eight hours before the meeting of the University Faculty at which the election is to take place.
3. At the meeting of the University Faculty when the election is to take place, each full-time member of the faculty shall be provided a ballot for election of members-at-large to the Administrative Council. Each ballot

shall contain the names of the incumbents, the newly-elected college representatives, the slate of nominees for members-at-large presented through the process of petitions of nomination, and space for nominations from the floor.

4. The faculty shall vote for the number of nominees corresponding to the number of posts to be filled, e.g., if two seats are to be filled, the voter will mark two names on the ballot. The two nominees receiving the highest number of votes shall then be declared the new members-at-large.
5. The election of members-at-large shall take place near the end of the spring semester and newly-elected members shall assume office at the beginning of the following fall semester.
6. The election of members-at-large may take place by means of a mail ballot when, in the opinion of the Presiding Officer of the University Faculty, such a procedure would be of greater convenience for the faculty as a whole. In such case, the same procedure for nominations as provided above for a regular University Faculty meeting shall prevail and also the same procedure for provision of clearly marked ballots, with the exception that petitions of nomination shall be submitted to the Office of the President at least one week before the date designated as the last by which ballots must be returned to that office.

D. Terms of Office

1. Faculty representatives shall serve three-year terms, effective at the beginning of the fall semester following election.
2. Administrative representatives shall serve at the pleasure of the President of the University.
3. Student representatives shall serve one-year terms, effective at the beginning of the fall semester.
4. Staff representatives shall serve three-year terms, effective at the beginning of the fall semester.
5. Resource staff shall serve one-year terms, effective at the beginning of the fall semester.

E. Vacancies

In the event of a vacancy in the membership, the following procedure shall be used to fill the vacancy:

1. Faculty Representatives--The President of the Faculty Senate shall appoint a successor from the same constituency (College, School, Library, or at-large), who shall serve until the election and qualification of a replacement. At the normal time of faculty elections in the spring semester, a representative shall be elected to complete the term in which the vacancy occurred.
2. Administrative Representatives--In the event that administrative representatives is unavoidably absent from a meeting, he/she may appoint another individual from the same constituency to serve his/her

place, with all the rights and privileges of membership. In the event of the long-term inability of an administrative representative to fulfill his/her obligations as a member of the Council, the President of the University shall immediately appoint a replacement.

3. Student Representatives--The President of the SGA shall nominate a replacement to fill out the unexpired portion of the term, who shall then be appointed by the President of the University.
4. Staff Representatives--The Staff Advisory Committee shall submit a list of names from the same constituency (clerical or support), from which the President of the University shall appoint a successor to serve out the unexpired portion of the term.
5. Resource Staff—The President shall appoint a successor to serve out the unexpired portion of the term.

F. Responsibilities of Members

Members and alternates are expected to serve as follows:

1. Be present at all regular or special meetings whenever possible.
2. Inform the chairperson or the secretary if the member cannot be present at a meeting.
3. Inform themselves as fully as possible prior to the meeting of all matters on the agenda.
4. Maintain the purpose of the Administrative Council by furthering the total program rather than by assuming a parochial position.
5. Serve on committees whenever appointed.
6. Contribute and participate in the work of the Council.
7. If a member is unavoidably absent from a meeting, he/she may designate a representative to attend in his/her place, provided the substitute (or representative) is someone from the same basic constituency of the academic or administrative area as the regular member and that the chairperson or the secretary is notified prior to the meeting as to whom this substitute will be and under what circumstances he/she will be attending the meeting. This substitute shall serve in the place of the regular member with all the rights and privileges of the member for whom he/she is substituting. (Exceptions: President of the Associated Student Body for whom the ASB Vice President serves as an alternate; a student representative, for whom the appointed alternate shall serve; or a college/school representative, for whom the elected alternate shall serve.)

IV. Officers

Chairperson

The chairperson shall be elected annually from the Council membership.

The chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting for distribution to each member at least three working days prior to regular meetings and one

day prior to special meetings.

3. Cause minutes to be prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint special committees as required.
6. Disseminate information regarding action taken by the Council and forward to the Office of the Associate Vice President for Academic Affairs copies of the approved minutes of the Council and copies of the annual reports of the various standing committees.
7. When the chairperson deems such action desirable, invite guests to participate in the discussion of matters before the Council.
8. Vote only when his/her vote would affect the outcome, i. e., in cases where, without his/her vote, there is a tie or one more in the affirmative than in the negative.
9. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the Council.

V. Meetings

- A. Three regular meetings shall be held during each fall and spring semester. The date and time for such meetings shall be included in the administrative calendar. The first meeting of each semester must be held during the first three weeks of the semester.
- B. Any member may submit items to the chairperson for inclusion on the agenda. Such items must be submitted at least seven working days prior to the meeting.
- C. The chairperson may call a special meeting when he/she deems such action desirable.
- D. A majority of all members of the Council shall constitute a quorum.

VI. Committees

Special committees shall be appointed by the chairperson as he/she shall, from time to time, deem necessary to carry on specified items of the work of the Council.

VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VIII. Amendment of Procedures

These procedures can be amended at any regular meeting of the Council by a two-thirds vote of those present and voting, provided that the proposed amendment has been submitted in writing by the chairperson to each member of the Council at least three days prior to the meeting.

IX. Effective Date of Implementation

These modified procedures shall become effective at the beginning of the 1977-78 academic year.

| [Amended March 31, 1999; October 14, 2009, April 10, 2013].