

**Administrative Council**  
**November 17, 2010**  
**President's Conference Room**

**Members Present**

Suellen Alfred  
Deborah Allen  
S.K. Ballal  
Shabir Bhemani  
Glenn Binkley  
Mike Cowan  
Helen Dainty  
Sheila Green (sub. S. Gaines)  
Mark Groundland  
David Hajdik

Kristin Holder  
David Huddleston  
Glenn James  
Regina Lee  
H.W. Mannle  
Jeffery Marquis  
Jack Matson  
Nancy Mielke  
Joseph Ojo  
Sally Pardue

Rita Reese  
Samantha Sherrell  
Andrew Smith  
Matthew Smith  
Mark Stephens  
Claire Stinson  
Debbie Walker  
Mark Wilson  
Jeff Young

**Members Absent**

Jim Baier  
Robert Bell  
Marc Burnett  
Cathy Cunningham  
Susan Elkins

Sherrie Foster  
Bobby Hodum  
Pat Jordan  
Charlie Macke

Sean Ochsenein  
Randy Raper  
Tom Timmerman  
John Zhu

**Others Present**

Jack Armistead  
Paula Hinton  
Nick Terwilliger  
Linda Yang

**Summary of Proceedings:**

Approved agenda

Approved minutes of October 13, 2010

Approved revised Agreement on Responsibilities

Approved Constitution of the Puzzle Club of TTU

Approved Constitution for All About Rescue and Fixin Inc. (AARF-TN Tech)

Approved revised Athletics Policies and Procedures Manual

**Proceedings:**

A motion to approve the agenda of November 17, 2010, as distributed was made by Dr. Marquis and seconded by Mr. Wilson. Motion APPROVED.

A motion to approve the minutes of October 13, 2010, was made by Professor Lee and seconded by Dr. M. Smith. Motion APPROVED.

Dr. Armistead presented the proposed revisions to the Agreement on Responsibilities (AOR). The revisions were made for audit purposes and will require that each unit clearly define what constitutes a “normal work load” to provide guidance concerning overload hours and pay. A motion to approve the revised AOR was made by Dr. Stephens and seconded by Mr. Wilson. Motion APPROVED.

Linda Yang presented the Constitution of the Puzzle Club of TTU. The Council suggested minor editorial changes. Motion to approve the Constitution of the Puzzle Club was made by Ms. Walker and seconded by Professor Lee. Motion APPROVED.

Nick Terwilliger and Dr. Hinton represented the Tech branch of All About Rescue and Fixin Inc. and presented the Constitution to the Council. The organization rescues and spays/neuters pets in the Upper Cumberland. A motion to approve the Constitution was made by Mr. Wilson and seconded by Dr. Groundland. Motion APPROVED.

The final item on the agenda was the approval of the proposed revisions to the Athletics Policies and Procedures Manual. A motion to approve revisions as distributed to the Athletics Policies and Procedures Manual was made by Dr. Ballal and seconded by Dr. Huddleston. Motion APPROVED.

Dr. Alfred reported that the review and revisions to the previously proposed Constitution of Black Engineers were in process. Mr. Bhegani stated he is working with Mr. Boucher on this revision project.

Also, Professor A. Smith reported to anticipate a “Safe Havens” program proposal during the spring semester.

Dr. Ballal moved to adjourn. Dr. Huddleston seconded. The meeting ADJOURNED at 4 p.m.

---

Terri Taylor, Recorder

Documents on file with minutes:

- Revised Agreement on Responsibilities
- Constitution of the Puzzle Club of TTU
- Constitution of All About Rescue and Fixing Inc. (AARF- TN Tech)
- Revised Athletics Policies and Procedures Manual