




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

TO: Chairperson, Athletics Committee

FROM: Mark Wilson, Director of Athletics 

DATE: March 25<sup>th</sup>, 2014

SUBJECT: **DIVERSITY ISSUES ANNUAL REPORT FOR 2013-2014**

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 May 2013. 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 22.12% of our women's teams (which is up from 15.04% in 2012-2013) and 39.61% of our men's teams (which is up from 38.5% in 2012-2013.)

We have minority staff in full-time and part-time positions in athletics. For this reporting period, we have six full-time minority assistant coaches (two in football, two in men's basketball, one in volleyball and one in women's basketball), four part-time minority assistant coaches (soccer, softball, volleyball and football), and a minority graduate assistant in football. We also have one international coordinator in strength and conditioning.

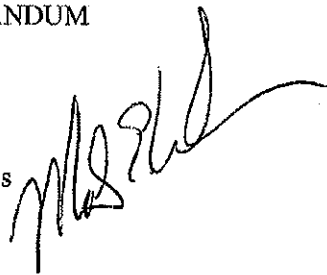
Our student-athlete exit interview protocol includes questions to address the needs of minority student-athletes. Exit interviews are individually conducted by the Associate Athletics Director for Sports and Compliance, the Assistant Athletics Director for Business and Personnel/SWA, and the Faculty 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 six minorities on the SAAC.



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MEMORANDUM

TO: Chairperson, Athletics Committee

FROM: Mark Wilson, Director of Athletics 

DATE: March 12, 2014

SUBJECT: **GENDER EQUITY ANNUAL REPORT FOR 2013-14**

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 occurred in May 2013. The Senior Woman Administrator regularly monitors participation and scholarship dollars to ensure a close match within the student population. Currently, female student-athletes represent 46.2% of the Athletics Department. This is within the required 1% +/- of the 45.2% 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 Assistant Volleyball Coach (two positions), Assistant Softball Coach (two positions), Director of Women's Basketball Operations, Strength and Conditioning Coordinator, Marketing and Promotions Coordinator, Sports Information Coordinator, Athletics Compliance Graduate Assistant, and Training Graduate Assistant.

Female student-athletes are strongly represented in the Student-Athlete Advisory Committee (SAAC) and currently make up 50% of the committee's membership, with females being elected as President, Vice President, and Secretary of SAAC for the 2013-14 year. In addition, a female has served as the SAAC representative to the OVC.

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.

**Committees Reporting to the Administrative Council  
2013-2014**

<b>Committee</b>	<b>Committee Chair or Ex Officio</b>
Advisory Committee on Patents and Copyrights	Dr. Ken Wiant
Athletics Committee	Mr. Steve Smith
Campus Recreation Advisory Committee	Mr. Drake Fenlon
Chapter 606 Student Monies Allocations Committee	Mr. Nathan Cole
Commission on the Status of Blacks	Mr. Harry Ingle
Commission on the Status of Women	Dr. Julia Baker
Committee on Campus Space Utilization and Allocation	Dr. Mark Stephens
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
Public Media Committee	Mr. Marc Burnett
Sports Hall of Fame Committee	Mr. Mark Wilson
Stormwater Management Committee	Ms. Sarah Difurio
Student Affairs Committee	Mr. Kyle Bieze
University Art Committee	Ms. Kimberly Winkle
University Committee on Buildings and Grounds	Dr. Douglas Airhart
University Committee on Student Financial Aid	Dr. Patrick Reagan
University Judicial Council	Mr. Charlie Macke
University Safety and Environmental Committee	Mr. Charlie Macke
University Strategic Planning and Assessment Committee	Dr. Claire Stinson

TO: Administrative Council

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

DATE: March 31, 2014

SUBJECT: Annual Report 2013-2014 for Advisory Committee on Patents and Copyrights

The Advisory Committee on Patents and Copyrights held five meetings during the 2013-2014 academic year. The meeting dates were as follows: September 3, 2013, October 1, 2013, November 12, 2013, February 4, 2014 and March 4, 2014.

ACTIONS:

Provisional Patent Applications filed for:

- (1) "Shrinkage Reducing Admixtures for Portland Cement Concrete" (J. Biernacki and D. Visco)
- (2) "Process for Using Protozoa for Triglyceride Production" (Sharon Berk)

Provisional applications converted to utility applications:

- (1) "Method to Optimize Biodiesel Production" (Jeff Thompson)
- (2) "Mechanically Enhanced Separation of Reaction Products in Biodiesel Production" (Jeff Thompson)

Invention Disclosures received:

- (1) "Refillable drug diffusing staple for wound closure" (Knowles)
- (2) "M.O.R.E. Assistance Technology: Measure then Obtain needed information To Resuscitate Everyone" (Maffett)
- (3) "Robust Acoustic Scanning System for Simultaneous Mapping and Localization" (Stephen Canfield and David Andrew Bryant)
- (4) "Fluidic System for High Throughput Preparation of Polymeric Microparticles and Nanoparticles" (Holly Stretz)

A license agreement is pending between TTU and Promethia Labs to license technology developed by Dr. Holly Stretz and Dr. Jeff Thompson.

A patent was issued for Dr. Stephen Canfield's technology entitled "Tracked Climbing Machine with Compliant Suspension Apparatus". (U.S. 8,567,536 B1)

The committee voted to change the name from Advisory Committee on Patents and Copyrights to Intellectual Property Advisory Committee to be aligned and consistent with TBR.

The Invention Disclosure form was revised to provide more exhaustive information to facilitate prior art searches.

Changes were voted on to revise existing TTU Policies and Procedures on Intellectual Property to be consistent with TBR policies.

Per the agreement with Robotic Technologies of Tennessee, TTU will receive \$3,025 from royalty income. The inventor will not receive royalties until all funds that were expended for patent filing have been recovered.

Dr. Ken Wiant, Chairperson  
Dr. Francis Otuonye, Executive Officer



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

FROM: Mark Wilson, Executive Officer, TTU Athletics Committee

DATE: March 25, 2014

SUBJECT: **TTU ATHLETICS COMMITTEE ANNUAL REPORT FOR 2013-2014**

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

During the 2013-2014 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 Thursday, February 6<sup>th</sup> and Tuesday, March 25<sup>th</sup>, 2014.

During this academic year, the Committee:

- Approved changes to the Athletics Policies and Procedures.
- 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.
- Approved ticket prices for 2014-2015.

# Campus Recreation Advisory Committee Minutes and Annual Report

Thursday, February 20, 2014

Committee Members in Attendance – Dr. Melinda Anderson, Rose Black, Tracy Black, Drake Fenlon, Adrienne King, Lorrie McCracken, Sandy Zimmerman, David Mullinax, Chairperson Ex-Officio, and Audrey Cody – Committee Support

Welcome to Committee

Nomination of Officers –

Drake Fenlon was nominated as Chairperson and Sandy Zimmerman volunteered to serve as Vice Chair.

Drake turned the meeting and the remainder of the agenda items over to David.

David explained that the reason there was no meeting last semester was because we were in the process of planning a presentation of a new Intramural Sports and Fitness Building to Student Government. The committee was comprised of Campus Recreation staff members, students, including the SGA president, and other administrators. The committee also worked with Student Voice to submit an electronic survey via email to all full time students registered during fall semester 2013. The very extensive survey asked questions to gauge interest in current activities in the existing building and what they would like to see. The results will be used when formulating the new facility and its programs.

David also informed the committee of the potential sites for the building and that based on the TBR timetable of the approval, a completion date for the facility could be within 36 months.

A new pavilion is being constructed on the Intramural Field and completion date is set for summer 2014. It should be up and running by fall 2014 semester. The pavilion will have a covered picnic area and restrooms, as well as a concession stand and ample storage for tools and equipment for the activities on the Intramural Field during the semester. Water and electricity will also be added to this facility.

## Area Reports

### Intramural Sports

#### **Spring 2014 Semester Intramural Numbers as of 2/20/14**

**Three sports have taken place in this semester and those are basketball, dodgeball and table tennis. TTU Intramurals still has seven sports that will take place through the end of the semester. Those sports are wrestling, kickball, softball, ultimate frisbee, can jam, bowling and golf.**

## **Participation for Spring 2014**

### **Basketball**

Total Number of Participants - 846

Total Male Participants - 645

Total Female Participants - 201

Total Men's Teams - 79

Total Women's Teams - 26

**Total Teams - 105**

### **Dodgeball**

Total Number of Participants - 132

Total Male Participants - 108

Total Female Participants - 24

Total Men's Teams - 27

Total Women's Teams - 6

Total Teams -33

### **Table Tennis**

Total Number of Participants - 40

Total Male Participants - 35

Total Female Participants - 5

## **Health Promotion Programs**

**We currently have 27 classes going this semester. There is an average of 46 people in class any given day of the week. We have had to date over 600 people in class this month.**

**Personal Trainer program kicked off at the first of the year. There are currently 5 personal trainers and 6 clients. People are still getting informed about the program, as people become informed about the program, they will sign up. Swimming Lessons and Health Promotion Programs doubled in the past year.**



## Varsity Spirit Squads

Awesome is National Champion in Open Mascot division.

The university's cheer and dance teams also competed. The dance team finished in the top 10 of more than 20 Division I teams. The cheerleaders were in the top 20 of more than 25 teams in their category of small co-ed Division I teams.

The competition was broadcast live on ESPN3 and the winning routines will be broadcast on ESPN sometime in April, according to Robin Burroughs, TTU's cheer and dance coach.

Full Story and link to video of Awesome's performance can be found at

<http://www.tntech.edu/pressreleases/ttus-awesome-eagle-takes-national-championship/>

## Fitness Center –

We are working on a bid to purchase Campus Recreation management software. We have requested three top companies to bid, ActiveNet, CSI and Innosoft Fusion. Of course, security of information is a primary concern with this or any other technology and we are serious about making the best decision for management of Campus Recreation and protecting the privacy of our students and members.

The bid is still in the approval process and our goal is to have the software on site and in use by late March or early April. This software is a total package for campus recreation management which includes facility reservation and activity scheduling, membership management, pro shop, and equipment rental. The first priority is membership management of Alumni members and family members of students, faculty and staff and Alumni and retirees of TTU. We will be eliminating the paper/laminated cards and will be using either photo identification similar to our Eagle Card OR, we will use biometric technology which measures the handprint. This particular technology is being used at MTSU and we have traveled to their facility to see it.

The reports that are available through the software will allow us to pinpoint specific areas of use by students and non-students, which will help us plan activities more effectively and enable us to report more specifically, and on a moment's notice as has been the case the past six to eight months.

Technologically speaking in regard to membership and facility management, we are way behind and this software will not only help us now, but will transition into a new facility with minimal interruption to our students and members because we will already be trained.

## New Business –

There was no other new business but there were some questions regarding the new building.

Question – What will happen to the existing Fitness Center? Response – This building was paid for by student access fees, so it will be sold on campus, but we are not sure what organization on campus will eventually take possession, once purchased the funds will go to the new building.

Question – Will the new building have a pool? Response- Yes. Consideration will be given to the size of the pool and how it will be used. It will have lap lanes, and there is a possibility of making it deep enough to teach Lifeguard Certification classes, which we cannot do in the existing pool, but there is a desire to make the best use of the space and the budget.

Question – Re: Fitness Center biometric handprint – Question - What if someone is disabled and cannot use biometric handprint. Response – All efforts will be made to accommodate any disability. The Biometric system is being used at MTSU, however we are not sure if this is the best method for our situation at this time. It is an option that we will take a closer look at as we get closer to moving to the new building. Members will be gradually added to the new system as they renew.

Question – Will faculty and staff and non students pay a higher price for membership to the facility to help offset the burden on students? Response – yes. All costs of services and programs within Campus Recreation will be evaluated that will increase revenue to help pay for the facility and additional staff as needed.

David encouraged the committee to let him know if there are things that need to be addressed regarding the Fitness Center, its staff, general maintenance, cleanliness, etc.

There were no other questions or comments and the meeting was adjourned.

**CHAPTER 606 STUDENT MONIES ALLOCATION COMMITTEE  
ANNUAL REPORT  
2013-2014**

**Membership**

Mr. Marc Burnett, Executive Officer  
Ms. Valerie Petty  
Dr. Martha Kosa  
Ms. Emily McDonald  
Mr. Clay Stubblefield  
Mr. Josh Aikens, (2 year member)  
Mr. Scott Hill  
Ms. Elissa McLerran  
Mr. Nathan Cole, Chairperson  
Mr. Billy Hutton  
Mr. Josh McBrien  
Ms. Sarah Stanley  
Ms. Emily McDonald  
Mr. William Martin

**Meetings**

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

September 10, 2013  
September 24, 2013  
October 8, 2013  
October 22, 2013  
November 5, 2013  
November 19, 2013  
December 3, 2013  
February 4, 2014  
February 18, 2014  
March 4, 2014  
March 18, 2014 - Pending  
April 1, 2014 - Pending  
April 15, 2014 - Pending  
April 29, 2014 - Pending

**Actions**

The monetary amounts allocated by the committee are as follows:

<b>September 10, 2013</b> - Elected Nathan Cole chairperson	
TTU ACDA	allocated \$ 2,700.00
Alpha Kappa Psi Business Fraternity	allocated \$ 1,572.24
TTU Formula SAE Team	allocated \$ 6,452.80
TTU Rugby Team	allocated \$ 2,301.14

**September 24, 2013**

American Society of Civil Engineers (ASCE)	allocated \$ 6,452.80
TTU Baja	allocated \$ 6,452.80
Pi Kappa Delta (Speech & Debate Team)	allocated \$ 6,452.79
Ultimate Frisbee Club	allocated \$ 5,495.85
NASA MoonBuggy Team	allocated \$ 6,000.00
Associated Scholars Guild	allocated \$ 1,568.99

**October 8, 2013**

Autonomous Robotics Club	allocated \$ 6,165.84
TTU Swim Club	allocated \$ 6,452.80
Residence Hall Association (RHA)	allocated \$ 1,637.50
Chemical Engineering Graduate Research Association	allocated \$ 6,452.80
TTU Quidditch	allocated \$ 3,420.00
TTU Collegiate FFA	allocated \$ 6,452.80

**October 22, 2013**

Tau Beta Pi	allocated \$ 1,298.00
Agricultural Business Club	tabled
TTU Fishing Club	allocated \$ 6,452.80
IEEE	allocated \$ 4,200.00
Society of Women Engineers	allocated \$ 6,452.80
TTU Percussion Club	tabled

**November 5, 2013**

TTU Percussion Club	allocated \$ 1,830.72
Honor Society for Exceptional Learning	allocated \$ 1,430.00
Engineers Without Borders (EWB)	allocated \$ 1,110.36
National Association for Music Education	allocated \$ 1,977.60
EXPW Majors Club	allocated \$ 2,940.70
Alpha Lambda Delta	allocated \$ 1,472.80
Pre-Law Club	allocated \$ 1,246.24

**November 19, 2013**

Student Fisheries Association	allocated \$ 2,536.50
Agricultural Business Club	allocated \$ 3,750.00
Environmental Conservation Club	allocated \$ 2,600.00
American Society of Mechanical Engineers	allocated \$ 700.00
TTU Equestrian Team	allocated \$ 1,909.18

**December 3, 2013**

American Institute of Chemical Engineers (AIChE)	allocated \$ 3,141.78
TTU Spirit Society	allocated \$ 1,628.00
Delta Tau Alpha	allocated \$ 6,347.41
Lambda	tabled
Model United Nations	tabled

Pi Tau Sigma

tabled

**February 4, 2014**

Model United Nations	allocated \$	2,124.54
Pi Tau Sigma	allocated \$	843.50
Gymnastics Club of Tennessee Tech	allocated \$	2,448.64
IEEE	allocated \$	3,229.65
Beta Alpha Psi	allocated \$	3,964.50

**February 18, 2014**

NASA MoonBuggy Team	allocated \$	3,964.50
TTU Baja SAE	allocated \$	3,964.50
Pi Kappa Delta (Speech and Debate Team)	allocated \$	3,964.50
Associated Scholars Guild	allocated \$	790.90
The Wildlife Society	allocated \$	2,643.27
TTU Collegiate FFA	allocated \$	2,643.27

**March 4, 2014**

Student Fisheries Association	allocated \$	3,964.50
American Society for Biochemistry & Molecular Biology	allocated \$	3,964.50
Charles Paul Acheson (Research Application)	allocated \$	563.76
TTU Autonomous Robotics Club	allocated \$	3,712.76
Student Members of the ACS – TTU Chapter	allocated \$	3,964.50
TTU Quidditch	allocated \$	3,900.00

  
\_\_\_\_\_  
Marc Burnett, Executive Officer

## MEMORANDUM

TO: TTU Administrative Council

FROM: Harry Ingle, Commission on the Status of Blacks

DATE: 2 April 2014

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

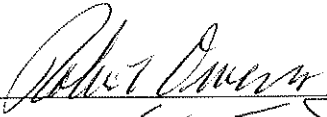
The purpose of the commission is to advise the president of the university on matters of concern to black faculty, staff, and students, and to promote awareness and programs of interest to TTU black persons. During the 2013-2014 academic year, the commission has met six times thus far and will hold its final meeting on April 14, 2014.


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. Melissa Irvin as Vice Chair.
- Goals were established to increase awareness and visibility of the commission. Each member of the Commission was encouraged to participate in monthly forums in the BCC.
- The Dr. Martin Luther King Jr. Committee nominated and selected a different format from the previous year. This year's event opened with the recitation of Dr. King's "I Have a Dream" speech by Mr. Dale Work. Additionally, the program included a panel of current and retired TTU faculty, a former political figure, and a Cookeville native. The University's Gospel choir (United Voices of Praise) also performed during the program. The event was held in the Bell Hall Auditorium and was advertised and opened to the entire community. The program was deemed a success with an attendance of roughly seventy-five people. A total of \$350 was used for this event for refreshments.
- In 2012-2013 the Center Stage Committee wrote a proposal to host the Afro-Latin Project dancers. The committee was awarded \$10,450 for the dance group to perform. This event took place on Tennessee Technological University's campus on October 2, 2013. The CenterStage grant was written by Drs George Chitiyo, Robert Owens, LaNise Rosemond, and Mr. Steve Smith.
- Commission funds were used in supporting Minority Affairs to honor 2013-2014 graduating seniors and outstanding diversity advocates. The Outstanding Diversity Advocate Award was initiated in 2009-2010, this year's recipients are TBA. The Awards Luncheon will be held on Tuesday, April 22, 2014 in the Noble Cody Executive Suite at 11:00 am.
- Commission funds of \$500 were voted on and approved to purchase graduate exam preparation books for students pursuing advanced degrees at TTU.
- 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

CSB Chair: Mr. Harry Ingle

Signature  \_\_\_\_\_

Signature  \_\_\_\_\_



### Memorandum

To: Ms. Regina Lee, Chair  
Administrative Council

From: Dr. Julia K. Baker, Chair  
President's Commission on the Status of Women

Date: March 28, 2014

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

The purposes of the Commission on the Status of Women 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 10, 2013, October 8, 2013, November 12, 2013, December (No meetings scheduled), January 21, 2014, February 11, 2014, March 18, 2014) and will meet one more time on April 8, 2014.

Meetings were well attended with an average of 15 members present. Student members were very involved not only in the regular meetings, but also in committee work, and contributed greatly to our projects.

We are pleased to report the following activities and accomplishments for the year:

1. The Safety Subcommittee coordinated the annual Safety Walk in November 2013. Ten representatives of the Commission on the Status of Women and a blind student, accompanied by the Vice President in charge of Facilities and Business Services, Mr. Jack Butler, as well as Environmental Health and Safety Coordinator Sharon DiFurio noted areas of concern. The Commission Safety Subcommittee prepared a final report with recommendations and a matrix, which was sent to President Oldham, Mr. Jack Butler, and Chief Gay Shepherd. The Safety Subcommittee of the CSW created a Building Safety and Satisfaction Survey, the results of which were tabulated and distributed.
2. The Policy Subcommittee interviewed faculty members for a job satisfaction survey for female employees. There are many steps to this process, and it will not be distributed until next year. The subcommittee obtained approval to extend the study to interview more female faculty members.
3. The Publicity and Programming subcommittee wrote a Center Stage grant proposal for Leigh Anne Tuohy, which was not approved. Juliet Schor, a Professor of Sociology at



Boston College and author of “The Overworked American”, “The Overspent American”, among others, will be the Women’s Center/Commission’s speaker in fall 2014.

4. On October 29<sup>th</sup>, 2013, the Commission on the Status of Women hosted Erin Brockovich, a sold out Center Stage event. Fifteen Commission members worked at the event, managing crowds, ushering, and handling last minute ticket changes. It was a great success.
5. The Commission paid \$465, amounting to half the printing costs of *Attune*, the Women’s Center newsletter, for fall and spring semesters. We also supported the Women’s Center with \$200 for supplies, and \$100 for flyers. We provided financial assistance with Beverly Watts (TN Human Rights Commission speaker on 3/18), technical support and reception of about \$200. The Commission also approved up to \$300 for a needed printer.

It was a very productive and successful year. Each subcommittee already has continuing projects for the next academic year and is looking forward to the challenges and rewards they bring.

Respectfully submitted,

*Julia K. Baker*

Dr. Julia K. Baker

## Campus Space Utilization and Allocation Committee

Members present: Mr. Butler, Mr. Cross, Mr. Cobb, Ms. Combs, Ms. Cunningham, Ms. Duncan, Ms. Hill, Dr. Loutzenheiser, Dr. Matson, Dr. Stephens, Ms. Wheeler.

Members absent: Dr. Haynes, Dr. Birdwell, Dr. Eisen, Mr. Dexter, Mr. Ochsenbein

The committee met one time this year on March 26, 2014. The primary item for discussion was the need to revise and update the procedures and structure of this committee so that it can better address the charge of the committee.

Dr. Stephens opened the meeting stating that the first task of the committee will be to review and update the structure and procedures for this committee. As part of the review process, Dr. Stephens appointed the following subcommittees:

Space Allocation subcommittee:

Jack Butler, Jim Cobb, Jack Matson, Mark Stephens, faculty member (either Dr. Haynes or Dr. Birdwell)

Facilities Use subcommittee: Mark Ochsenbein, Tracy Duncan, Matthew Dexter, Emily Wheeler, Debbie Combs

Utilization subcommittee: Brent Cross, Roy Loutzenheiser, Kurt Eisen, Kristy Cunningham, Brandi Hill, faculty member (either Dr. Haynes or Dr. Birdwell)

Each of these subcommittees will review and revise or recommend new procedures for their respective areas of responsibilities. Each subcommittee will recommend their proposed procedures to the full committee for approval. The full committee will then submit the recommendations to the Administrative Council at its first meeting in Fall 2014.

Dr. Loutzenheiser was elected the committee chairperson.

Faculty and Staff Traffic Appeals Committee  
Annual Report  
2013-2014

The 2013-2014 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. Tyler Birdwell  
Mr. Jim Dillon

The Faculty and Staff Appeals Committee met on April 3, 2013. Dr. Eric Harris presided over the committee meeting.

Ticket #029477 was voted as valid, full fine.  
Ticket #028558 was voted as valid, full fine.  
Ticket #029076 was voted as valid, full fine.  
Ticket #028446 was voted as valid, full fine.  
Ticket #029222 was voted as valid, full fine.  
Ticket #029930 was voted valid, fine waived.  
Ticket #029746 was voted valid, fine waived.  
Ticket #031777 was voted valid, full fine.

The Faculty and Staff Appeals Committee met on November 19, 2013. Dr. Eric Harris presided over the committee meeting.

Ticket #031263 was voted as valid, fine reduced to \$10.  
Ticket #037112 was voted as valid, fine waived.  
Ticket #030919 was voted as valid, full fine.  
Ticket #037308 was voted as valid, full fine.  
Ticket #034965 was voted as valid, full fine.  
Ticket #033985 was voted as valid, full fine.  
Ticket #033063 was voted as valid, full fine.  
Ticket #036826 was voted as valid, full fine.  
Ticket #037478 was voted as valid, full fine.  
Ticket #033151 was voted as valid, full fine.  
Ticket #033408 was voted as valid, full fine.  
Ticket #08619 was voted as valid, full fine.  
Ticket #032773 was voted as valid, fine waived.

The Faculty and Staff Traffic appeals committee will meet again on April 29, 2014  
Report submitted by Janice Scarlett, Support Staff.

## MEMORANDUM

**TO:** Chairperson, Administrative Council

**FROM:** Dr. Steven Hayslette, Chairperson, Institutional Animal Care and Use Committee  
Dr. Francis Otuonye, Associate Vice President for Research, Executive Officer

**DATE:** March 27, 2014

**SUBJECT:** Annual Report

The 2013-2014 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

## 2013-2014 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—six (6) from the campus and one (2) from the community. The members are:

Dr. Tyler Verble (veterinarian)	Ms. Tammy Howard
Dr. Charles McCaskey (ethicist)	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 for Research, 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 2013 meeting on 12 September 2013 at 11:00AM. The Spring 2014 meeting was held on 20 March 2014 at 11:00AM. 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 27 September 2013. Spring lab inspections will take place in April 2014. 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.

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 2013-2014 academic year.

# INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS

2013-14 Annual Report  
March 20, 2014

## 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

For the 2013-2014 year, the committee currently has 13 members. Of those 13 members, eleven are TTU faculty, and two members are community representatives. The Associate Vice-President for Research serves as the executive officer. Current members are:

Mr. Michael Clark, IRB Chair, Department of Music  
Dr. Francis Otuonye, Executive Officer  
Dr. Meral Anitsal, Department of Economics and Marketing  
Dr. Chris Burgin, Department of Counseling and Psychology  
Dr. George Chitiyo, Department of Curriculum and Instruction  
Dr. Jann Cupp, Department of Counseling and Psychology  
Dr. Janet Isbell, Department of Curriculum and Instruction  
Ms. Patricia McGee, Community Representative  
Dr. Susan Piras, School of Nursing  
Mr. James Rogers, Community Representative  
Dr. Robby Sanders, Department of Chemical Engineering  
Dr. Steven Seiler, Department of Sociology  
Dr. Lisa Zagumny, Department of Curriculum and Instruction

### III. Meetings and Activities

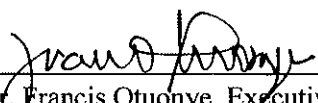
The committee is scheduled for regular meetings twice each semester, on the first Monday of a given month, at 1:30 pm. The committee met on September 9, 2013; November 11, 2013; and January 27, 2014. The final meeting of the academic year is set for April 14, 2014.

To date for the academic year 2013-2014, including summer, 2013, the Office of Research has processed 245 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 25 proposals submitted for expedited review. As of March 18, 2014, 18 of these were approved, either on initial submission or with minor revisions. There are currently seven proposals under active expedited review.

The TTU IRB has had a particularly active year of reviewing policies and procedures and considering changes and improvements. We have adopted and will soon mandate an updated, improved standard for human subjects research training for faculty, staff, and students who are involved with research involving human subjects. And we continue to discuss and consider the role of the IRB, if any, in the oversight and management of "research-like" activities conducted by students in various courses across campus. We strive to protect the welfare of human subjects in all TTU-sponsored research activities, and we endeavor to keep TTU in full compliance with federal rules and regulations regarding treatment of human subjects.

Respectfully submitted,

  
\_\_\_\_\_  
Michael Clark, Chair

  
\_\_\_\_\_  
Dr. Francis Otuonye, Executive Officer





MEMORANDUM:

TO: Chairperson, Administrative Council

FROM: Mark Ochsenbein, Chair, Military Affairs Advisory Committee

DATE: April 1, 2014

SUBJECT: Annual Report of Committee

During the 2013-14 academic year, the Military Affairs Advisory Committee held three meetings.

1. At the September 12, 2013, meeting Patrick Reagan was elected Chair of the committee and welcomed the members to the meeting. Professor of Military Science, LTC Dominic Ciaramitaro, gave the updates on the Cadre members. MSG Joshua Owen departed December 2013; MSG Craig Wallace arrived May 2013; MAJ Daniel Evans arrived April 2013; CPT Noah Cordova arrived June 2013, and SSG Jammie Williams (AGR) arrived May 2013.
2. Fall Enrollment (MSI 31; MS II 16; MS III 10; MS IV 8; MSV 1; Completion Cadets 3).
3. Scholarship – TTU received 1 (4 yr) and 1 (3 yr) National Scholarships, and 1 (4 yr) and 1 (3 yr) Campus-based Scholarships. There are also Guaranteed Reserve Forced Duty Scholarships available.
4. Upcoming events (Stones River Staff Ride, PMS/SMI Conference, Land Navigation Training (Austin Properties), Ranger Challenge (Fort Knox), Fall FTX, Dining In, Military Appreciation Football game and Commissioning were posted for view.
5. Summer Highlights – CADETS - (12 Commissioned Spring/Summer, 9 LDAC, 1 Airborne School, 1 LTC , 1 West Point Cadet Field Training and 5 CULP (Cultural Understanding Language Program). CADRE – (1 CULP (Cultural Understand & Language Program – MAJ Tendall to Bulgaria; 1 LDAC (Leadership Development Assessment Course) at Fort Lewis, WA – MSG Owen; 1 LTC at Fort Knox, KY – Paul Padgett.
6. Facilities Update – Current tower was determined to be “unsafe”. On August 13, 2013, a Scope of Work was submitted to the University for replacement.
7. At the December 3, 2013, meeting, Patrick Reagan informed the group that he would have to step down as chair of the committee due to illness. Mark Ochsenbein was elected chair of the committee.
8. Cadre Update - LTC Ciaramitaro gave a Cadre update. Recruiting Officer position is vacant, and 2LT Stuart Richey is the Gold Bar Recruiter from October 2013 – March 2014.
9. Probation Update – LTC Ciaramitaro informed the members that there has not been any published guidance to TTU from USAAC (United States Army Cadet Command). The Army is developing a 24-month probation program (meet 15 commissions/mission set, show improvement after 1<sup>st</sup> year or receive 1-yr notice of intent to close, and re-evaluated after 2<sup>nd</sup> year. The Army will send a formal report to TTU. President Oldham’s guidance is to establish a Task Force to focus on marketing, retention and recruitment; have a new facility; STEM focus (50% STEM majors); 20 commissions/Mission Set; investment to show improvement; and possible organizational change.
10. Spring Enrollment – (MS I 23; MS II 23; MS III 10; MS IV 8; MS IV 1; Completion Cadets 3)
11. Nursing Partnership – Goal is to establish partnership with School of Nursing by gaining Upper Division ROTC slots, gaining Nurse mission over time and providing unparalleled clinical experience at military installations around the world. A meeting with Brigade Nurse, Bedelia Russell, Interim Dean of Nursing, Admissions Representative and the Professor of Military Science is set for December 1, 2013.

12. Rappel Tower – It has been requested that the University reinstate the building of a new Rappel Tower after new facilities are identified.
13. ROTC Facilities – Dr. Saltsman is working with TTU facility officials to determine a new site for the ROTC department. The goal is to move by Summer 2014. Space requirements have been submitted.
14. Upcoming Events – December 13 Commissioning; German Armed Forces Proficiency Badge; Joint FTX; Ranger FTX; Dining Out; Golden Eagle Run; and Spring Commissioning.
15. At the February 13, 2014, meeting, Mark Ochsenbein called the meeting to order.
16. Cadre Updates - Mr. Ronald Borden is the new Recruiting Officer and will begin February 2014.
17. LTC Ciaramitaro discussed the SROTC Evaluation Criteria Methodology.
18. ROTC Program Viability – Programs must meet the following criteria:
  - a. Produce at least 15 commissions per year based on a 1-year, 5-year or 10-year average
  - b. Produce 12-14 commissions per year based on a 3-year, 5-year or 10-year average and meet one or more of the criteria
  - c. Produce at least 10 commissions per year based on a 3-year, 5-year or 10-year average and meet two or more of the criteria
19. Criteria for Program:
  - a. Last Army SROTC program at a public institution in the state
  - b. In a state that is under-represented in commissioned officer representation
  - c. Located in a growth or core market
  - d. Produces commissioned officers with STEM degrees greater than the 5-year average for ARMY SROTC overall (~16%)
20. ROTC Program Projections – (2014 – Anticipate 8 commissions (3 STEM)---2015 – Anticipate 12 commissions 6 STEM)
21. Recruiting & Marketing Initiatives – The goal is to achieve 18 contracts for MS 16, enroll 15 and contract 20 for MS 17 and enroll 25 for MS 18.
22. Methodology –
  - a. Target e-mails to eligible audience with LTC focus
  - b. Advertise and hold scholarship boards for 2 and 3 yr. scholarships
  - c. Branding of key facilities
  - d. Weekly engagements in UC
  - e. Club/Class presentations
  - f. SOAR Engagements/Presentations
  - g. Coordinate with Admissions to market feeder college programs
  - h. High School Visits
23. School of Nursing Partnership Update – Established draft MOU(Memorandum of Understanding) with School of Nursing
  - a. 2 Upper Division seats reserved for ROTC
  - b. Academic credit towards Army Nurse Summer Training Program
  - c. Army provides additional career counseling to Nurse Students
  - d. School of Nursing and ROTC allow access for marketing and recruiting
  - e. Reserve dedicated classrooms in Bell Hall for ROTC.
24. College of Engineering Initiative Update – Working with College of Engineering to develop a MOU (Memorandum of Understanding)
  - a. Potential scholarships/matching \$ for ROTC Engineering students
  - b. Potential engineering students receive academic credit for Junior/Senior Military Science classes
  - c. Develop a "Leadership Seminar" ICW Engineering, Business, and Military Science
  - d. Reserve dedicated classrooms in Clement Hall for ROTC
  - e. Developing a plan with Admissions to waive tuition fees for STEM majors in ROTC
25. ROTC Facilities: The planned site for ROTC will be in the current Campus Police Building
26. Next meeting is April 10, 2014.



Tennessee Tech  
UNIVERSITY

Vice President of Student Affairs

Box 5027 • Cookeville, TN 38505-0001 • (931) 372-3411 • Fax (931) 372-6335

**MEMORANDUM**

**TO:** Terri Taylor, Presidents Office  
**FROM:** Marc Burnett, ~~Student~~ Affairs Office  
**DATE:** April 1, 2014  
**RE:** Annual Report for Public Media Committee

The Public Media Committee did not meet during the 2013-2014 academic school year.

/ky



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

## MEMORANDUM

TO: Chairperson, Tennessee Tech Administrative Council

FROM: Mark Wilson, Chairman, Sports Hall of Fame Committee

DATE: February 20, 2014

SUBJECT: SPORTS HALL OF FAME ANNUAL REPORT FOR 2013-2014

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

The TTU Sports Hall of Fame Committee met on August 12<sup>th</sup>, 2013 to consider candidates for entry into the TTU Sports Hall of Fame. The Committee selected the following individuals as 2013 Hall of Fame Inductees:

- 1) Kylie Crouch (Women's Golf, 1997-2001)
- 2) Stephanie Dallman (Softball, 2000-2003)
- 3) Wes Gallagher (Football, 1996-1999)
- 4) Lupita Hernandez York (Women's Tennis, 1998-2002)
- 5) Damien Kinloch (Men's Basketball, 2001-2003)

These five individuals were formally inducted into the TTU Sports Hall of Fame at the Sports Hall of Fame Dinner on Friday evening, October 25<sup>th</sup>, 2013.

**ANNUAL REPORT  
STORMWATER MANAGEMENT COMMITTEE  
2013-2014  
MARCH, 2014**

The Stormwater Management Committee was formed in January 2014. There have been no committee meetings held since the official approval for committee establishment.

Ms. Sarah DiFurio (ex officio)  
Dr. Claire Stinson  
Ms. Delayne Miller  
Chief Gay Shepherd  
Mr. Charlie Macke  
Mr. Jack Butler  
Dr. Dennis George  
Dr. Daniel Badoe  
Dr. Kim Stearman  
Mr. Aeric Gunnels, student



---

Sarah DiFurio, ex officio



---

Jim Cobb, Executive Officer

# Memo

**To:** Administrative Council

**From:** Ed Boucher, Executive Officer, Student Affairs Committee



**Date:** March 7, 2014

**Re:** Student Affairs Committee – 2013-2014 Annual Report

**The Student Affairs Committee met on the following dates:**

October 3, 2013  
November 7, 2013  
December 5, 2013  
February 6, 2014  
March 6, 20134  
April 3, 2014 (scheduled meeting)

**The members of this committee are:**

Joshua Aikens	Daniel Badoe
James Baier	Richard Barns
Christina Bechard	Kyle Bieze
Lydia Cantrell	Kellie Collins
Jadwiga Dolzycki	Hank Duvier
Ashley Humphrey	Kelsey Jozwik
Susan LaFever	Regina Lee
Charlie Macke	Hank Mannle
Elizabeth Ojo	Valerie Petty
Kristie Phillips	Kathryn Rust
James M. Stewart	Miranda Stoltz
Katie Williams	

Following are highlights of past meetings:

## October 3, 2013

1. Kyle Bieze was elected as chairperson for the 2013-2014 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. TTU Water Professionals
  - ii. TTU Able Bodies Community
4. Discussion on PC 283 – Recognition of Student Organizations.

**November 7, 2013**

1. Approval of constitutions for student organizations:
  - i. Renewable Energy Organization (REO)
  - ii. CyberEagles Club
  - iii. College of Education Advancing Student Centered Education with Networking and Diversity Club (ASCEND)
  - iv. Relay for Life at TTU
2. Approval of change in Student Handbook Section 4.6: distribution of funds and assets in the event of dissolution of a student organization.

**December 5, 2013**

Approval of constitution for student organization: Society of Hispanic Professional Engineers Student Chapter (SHPE).

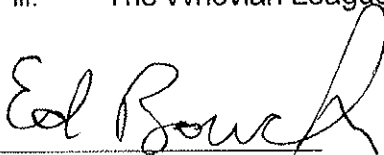
**February 6, 2014**

1. Approval of constitutions for student organizations:
  - i. Child & Family Sciences Organization
  - ii. Human-Powered Submarine Team
2. Proposal to modify directory information release under FERPA policy.

**March 6, 2014**

Approval of constitutions for student organizations:

- i. TTU Tennis Club
- ii. The Tennessee Tech Public Relations Club
- iii. The Whovian League



Ed Boucher, Executive Officer

**University Art Committee  
Annual Report  
2013-2014**

**Membership**

Dr. Michael Birdwell  
Mr. Marc Burnett, Executive Officer  
Dr. Patricia Coleman  
Dr. David Elizandro  
Mrs. Julie Galloway  
Mr. Gray Gill  
Mrs. Sheila Hurley  
Mr. Billy Hutton  
Dr. Martha Kosa  
Ms. Regina Lee  
Ms. Christina Mick  
Mr. Benedict Oddi  
Dr. Mary Pashley  
Dr. Barry Stein  
Dr. Carol Ventura  
Ms. Courtney Walker  
Prof. Kimberly Winkle, Chairperson  
Dr. Dana Winningham

The University Art Committee and the Joan Derryberry Art Gallery co-sponsored the following events for the 2013-2014 year.

- Held 7 exhibitions of art ranging in the following mediums: drawing, photography, painting, sculpture, fibers, printmaking, fine crafts, and the TTU BFA Student Art exhibition.
- Initiated a new purchase award called the TTU Volpe Library Art Purchase Award. The award winner's artwork becomes part of the permanent collection of art in the Volpe Library on TTU's campus.
- Obtained 2 new gallery assistants due to the previous 2 graduating.
- Successfully marketed and promoted the gallery to university and local communities through: brochures, posters, e-mail blasts and press releases.
- Hosted 6 gallery talks by exhibiting artists - averaged 40-45 people per talk.
- Approximately 2000 people visited the Joan Derryberry Art gallery during the fall 2013 semester.
- Obtained volunteer services of two local community members who help to provided consistent hours of operation (Monday – Thursday 9:00 a.m. – 6:30 p.m., Friday 10 a.m. -4 p.m., some Saturdays and Sundays during special events) by serving as gallery attendants.



- Submitted 7 Center Stage proposals, which were successfully granted, for support of the exhibition programming for the 2014-2015 academic year.
- Posting notification for call for entry of exhibition proposals for the academic years: 2015-2016 and 2016-2017 and adjudication, involving the University Art Committee, will occur late summer 2014.
- Initiated a Bryan Symphony Orchestra Sunday program, which provides gallery access to BSO attendees. These events are hosted by Faculty Emeritus Sally Crain-Jager.

  
\_\_\_\_\_  
Marc Burnett, Executive Officer

ANNUAL REPORT, UNIVERSITY COMMITTEE ON BUILDINGS AND GROUNDS, 2013-2014  
March 26, 2014

The University Committee on Buildings and Grounds had four scheduled meetings during the 2013-2014 academic year, but held only three official meetings due to schedule/quorum conflicts and lack of agenda items.

September 26, 2013      ~~December 5, 2013~~      January 23, 2014      March 20, 2014

Committee members included:

Douglas Airhart	Kevin Tucker	Bruce Throckmorton	Rafay Hasan
Sam Masters	Michael Best	Greg Haynes	Jim Cobb
Charlie Macke	Tiff Rector	Janet Wolak	
Gay Shepherd	Jim Sullivan	Jeremy Wendt	

Students:                      Riley Collins, Matt Dexter, Westlee Walker, Rae Anne Allen

Dr. Douglas Airhart 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

Kevin Tucker, Chair  
Sam Masters  
Charlie Macke  
Douglas Airhart  
Greg Haynes

Campus Parking & Traffic

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

Campus Security

Gay Shepherd, Chair  
Jim Sullivan  
Riley Collins  
Charlie Macke  
Bruce Throckmorton  
Rafay Hasan

Recreational Facilities (defunct)

*Due to a separate university committee being formed to oversee recreational facilities, this subcommittee was eliminated.*

The committee discussed various items including continued Campus Projects Overviews by Mr. Butler, and suggested Director of Horticulture Mr. Tucker provide input on the vision for landscape plants, furniture and hardscaping continuity in an article to *Tech Times*.

This article was submitted as a link in *Tech Times*. Mr. Tucker also completed a subsequent article about tree care and maintenance practices beginning with the Centennial Plaza project and it was submitted to the *Oracle*.

The committee considered the following items and/or recommendations:

- Endorsed SGA bills concerning Quad Benches and Re-line Parking Lots, and deferred these items to Mr. Butler for the necessary considerations and timely completion of appropriate requests;
- Devising generic names for New Hall North, New Hall South and South West Hall, deferred to ad hoc committee; still pending, to occur before "way finding" decisions are made, according to Mr. Butler;

- Endorsed suggestions from faculty and staff to add/replace lighting for the parking lot east of Foundation Hall, completed by Facilities staff;
- Endorsed the draft policy for electric vehicle (e.g., golf cart) use and parking for students with disability, to be administered by Office of Disability Services; deferred to Environmental Health and Safety Committee as more appropriate source for further consideration and approval;
- Endorsed the concept for addition of electric car charging stations on campus, with possible partnering with a company to install and maintain the structures; still pending, deferred to Mr. Macke, Mr. Tucker and Mr. Butler for further considerations and company contacts;
- Consideration of marking of street lanes as “bike sharrows or lanes” to indicate that students on bicycles may use them for transit as well as other vehicles, deferred to Mr. Butler and Chief Shepherd for consideration when campus street and traffic plan and modifications are completed;
- Consideration of SGA bills:
  - Replace grills at Tech Village, pending backorder of electronic starters;
  - More lights at Commuter Parking and Emergency Phones, deferred to Mr. Butler for completion;
  - Bridge for Foundation Hall and Campus transit, deferred to Mr. Cobb who discussed RxR crossing with railway operator company, and may result in a “Pedestrian Crossing” in conjunction with development of the Rail-Trail Greenway;
  - Turn on Intramural Field Lights on Tuesday nights, deferred to Intramural Office;
- Consideration of a “Green Park with Biology Greenhouse” to replace parking area between Johnson and Pennebaker Halls, deferred to Mr. Tucker and Mr. Butler, with comments to ensure that convenient replacement of designated and safe parking for Chartwell employees be provided prior to approval; and
- Re-endorsed the combination of Student and Faculty/Staff Committees for Parking Appeals into one unit to reduce the possibility of arbitrary or inconsistent decisions about appeals.

*D L Airhart*

26 March 2014

\_\_\_\_\_  
Douglas Airhart, Chairperson

\_\_\_\_\_  
Date

*Jack Butler*

\_\_\_\_\_  
Jack Butler, Executive Officer

*APRIL 02 2014*

\_\_\_\_\_  
Date

“Trees are poems that earth writes upon the sky” – Kahlil Gibran

**Tennessee Technological University  
Student Financial Aid Committee  
Annual Report 2013-2014**

The TTU Student Financial Aid Committee convened on February 26, 2013 for the 2013/14 Academic Year. The agenda included the election of a chairperson along with presentations by the committee's executive officer.

The following committee members were present:

Dr. Steven Frye	Ms. Toni Nelson
Mr. Dustin Rawls	Ms. Donna Wallis
Dr. Judy Duvall	Ms. Brandi Hill
Dr. Lisa Zagumny	Dr. Debbie Barnard
Ms. Megan Randolph	

The following committee members were absent:

Dr. Stacy Tomas	Mr. Ken Brown
-----------------	---------------

Resource Personnel in attendance:

Mr. Lester McKenzie, Executive Officer
Ms. Debbie Maynard, Associate Director of Financial Aid

#### Agenda

- Introduction of New Committee Members/ Guests
- New Services
  - Call Center
    - Call Statistics (1)
    - Edfinancial Company Profile
    - Escalation back to Tennessee Tech University
  - Document Imaging
    - Implementation
    - Security Profile Review and Update
    - Non-Imaged Processes
  - College Goal Sunday
    - Pilot Program and Return to Sunday event
    - Included TTU Students
    - Families Assisted
  - Default Management Plan
    - RFQ Process
    - Inadequacy of Responses
    - Move to RFP

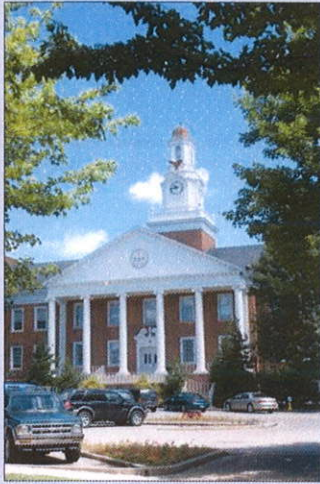
- Review of Annual Statistics
  - Cohort Default Rate
    - 3 Year Rate vs. 2 Year Rate
    - Comparison with UT/TBR 4 Year Schools
  - Financial Aid Summary
    - Risk Assessment
    - \$100 million is aid for 1<sup>st</sup> time in 12/13
  - Legislative Updates
    - Proposed TN Promise Scholarship
    - Proposed semester omission for students
    - Proposed Increase in Max Hours for Hope
  
- Policies and Procedures Update
  - Policy/Procedural Manual
    - Move to Annual Manual
    - Update to Federal Template
    - Located on Shared Drive
  - Verification Groups
    - New Cohorts of Students to Verify
    - Updated procedures
  - 150% Rule for Stafford Subsidized Loans
    - Based on time
  - 600% Rule for Federal Pell Grant
    - Based on dollars awarded
  
- Open Discussion
  - Set dates in advance and post to Academic Calendar
  - Impact of proposed Promise Scholarship on TTU
  
- Election of Chairperson
  - Dr. Judy Duvall was elected
  
- Adjournment at 12:05 pm

*Judy J. Duvall*

---

Dr. Judy Duvall, Assistant Professor of Nursing  
Chair, Student Financial Aid Committee





# Student Financial Aid Committee

February 25, 2014

11:00 AM

Student Affairs Conference Room  
Roaden University Center

**Meeting called by:** Dr. Patrick Reagan, Chair

**Facilitator:** Mr. Lester McKenzie

**Resource:** Ms. Debbie Maynard

**Attendees:** Dr. Stacy Thomas, Dr. Steven Frye, Ms. Toni Nelson, Mr. Dustin Rawls, Ms. Donna Wallis, Ms. Judy Duvall, Ms. Brandi Hill, Dr. Lisa Zagumny, Dr. Debbie Barnard, Mr. Ken Brown, Ms. Megan Randolph

## Agenda topics

Introductions

New Services

- Call Center
- Document Imaging
- College Goal Sunday
- Default Management Plan

New Policies/Procedures

- Pol/Proc Manual
- Verification
- 150% Loans (time rules)
- 600% Pell (\$ rules)

Open Discussion

Election of Chair/Closing Remarks

## 2012/2013 Financial Aid Summary

TBR Fund Description	Award Count	Award Amount	Average Award
FEDERAL PELL GRANT	3,917	15,319,281	3,911
FEDERAL PLUS DIRECT LOAN	249	1,824,546	7,327
FEDERAL SUBSIDIZED DIRECT LOAN	4,042	15,485,310	3,831
FEDERAL UNSUBSIDIZED DIRECT LN	3,359	16,040,096	4,775
FEDERAL WORK STUDY	492	524,637	1,066
PERKINS LOANS	45	81,450	1,810
SUPPLEMENTAL ED OPPORT GRANT	622	232,802	374
TN TEACHING SCHOLARSHIP	93	293,150	3,152
-----			
FEDERAL_TOTAL	6,795	49,801,272	7,329
-----			
BYRD SCHOLARSHIP	26	37,500	1,442
DEPENDENT CHILDREN SCHOLARSHIP	3	13,609	4,536
FOSTER CARE	6	31,938	5,323
GENERAL ASSEMBLY MERIT	478	451,325	944
HELPING HEROES	13	20,000	1,538
HOPE ACCESS	11	21,656	1,969
HOPE SCHOLARSHIP	5,077	18,429,165	3,630
MCWHERTER SCHOLARSHIP	11	30,000	2,727
MINORITY TEACHING SCHOLARSHIP	5	25,000	5,000
STATE GRANT	33	27,400	830
STATE LOAN	3	7,250	2,417
STATE SCHOLARSHIP	1,984	3,579,213	1,804
STATE VOCATIONAL REHAB	68	447,653	6,583
TENNESSEE STUDENT ASSIST AWARD	1,000	1,839,429	1,839
TN ASPIRE AWARD	1,216	1,654,374	1,361
TN TEACHING SCHOLARSHIP	8	35,000	4,375
-----			
STATE_TOTAL	6,249	26,650,512	4,265
-----			
INST ND CRT SCHOLARSHIP	89	310,253	3,486
INSTITUTIONAL ATHLETIC	290	3,674,386	12,670
INSTITUTIONAL GRANT	4	11,821	2,955
INSTITUTIONAL LOAN	2	24,500	12,250
INSTITUTIONAL SCHOLARSHIP	2,914	8,280,266	2,842
-----			
INSTITUTION_TOTAL	3,224	12,301,225	3,816
-----			
EXTERNAL CONTRACT	516	10,849,600	21,026
EXTERNAL LOAN	286	2,247,313	7,858
EXTERNAL SCHOLARSHIP	960	2,511,153	2,616
-----			
EXTERNAL_TOTAL	1,736	15,608,066	8,991
-----			
ALL_SOURCES_TOTAL	10,837	104,361,075	9,630



## **Legislative Proposals for the 108<sup>th</sup> General Assembly**

[SB 1597/HB 147](#) – creates the “Come Back for Your Future” Scholarship which provides awards to returning students at public institutions who are within 30 hours of attaining an associate degree or within 60 hours of attaining a baccalaureate degree

[SB 1773/HB 1668](#) – removes antiquated language from definition of homeschool student

[SB 1778/HB 1500](#) – allows students graduating from out-of-state boarding schools accredited by the National Association of Independent Schools Commission on Accreditation to qualify for the HOPE Scholarship.

[SB 1905/HB 1876](#) – amends the STEP UP Scholarship to allow second-year students currently enrolled in an eligible program to receive the award

[SB 1927/HB 1848](#) – creates a new loan forgiveness program called the Tennessee Rural Teachers Scholarship

[SB 2142/HB 2198](#) – permits HOPE Scholarship recipients to omit grades earned from one semester from the student’s grade point average without penalty

[SB 2235/HB 2109](#) - creates a four-year pilot program for the Dual Enrollment Grant which increases the award for each course to \$500 and requires analysis to see if covering additional costs increases participation in the program and subsequent success in college

[SB 2249/HB 2413](#) – revises the GED score from 525 to 170 for purposes of the HOPE Scholarship due to testing changes made to the GED as of January 1, 2014

[SB 2388/HB 1790](#) – allows Wilder-Naifeh recipients to receive the HOPE Scholarship and HOPE recipients to receive Wilder-Naifeh provided certain conditions are met

[SB 2401/HB 2292](#) – deletes an exception that currently allows students to receive the HOPE Scholarship at certain private postsecondary institutions

[SB 2471/HB 2491](#) – Creates the Tennessee Promise Scholarship, a last dollar program for students seeking an associate degree, certificate, or diploma, effective with the 2015-16 academic year; adds a terminating event for the HOPE Scholarship of eight (8) full-time equivalent semesters; adjusts the HOPE Scholarship award amounts to \$3,000 for freshmen and sophomore years at all institution types and \$5,000 for junior year and beyond effective with the entering freshmen class in the 2015-16 academic year; expands Wilder-Naifeh by removing restriction which prohibits prior HOPE recipients to receive the award; amends the Wilder-Naifeh award

[SB 2534/HB 2423](#) – increases the maximum attempted hours for the HOPE Scholarship from 120 hours to 132 hours and 136 hours to 148 hours



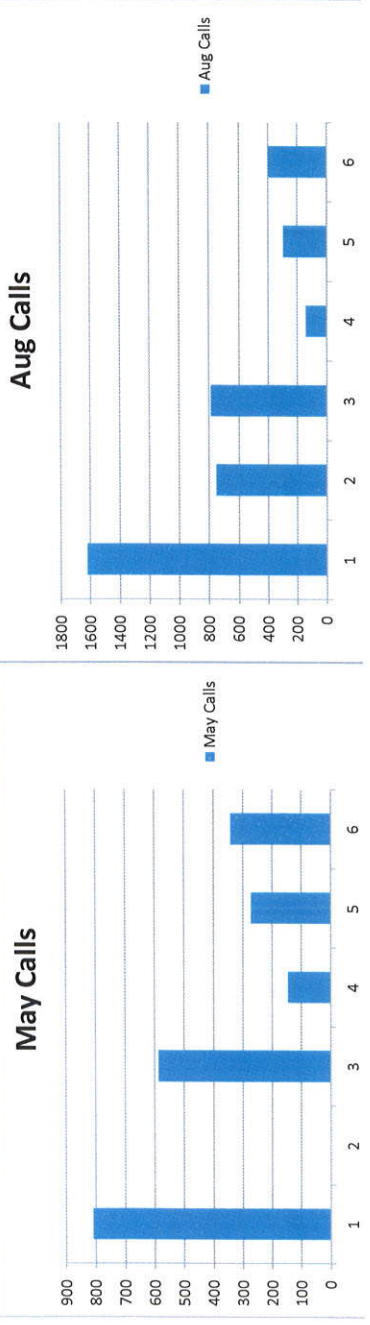
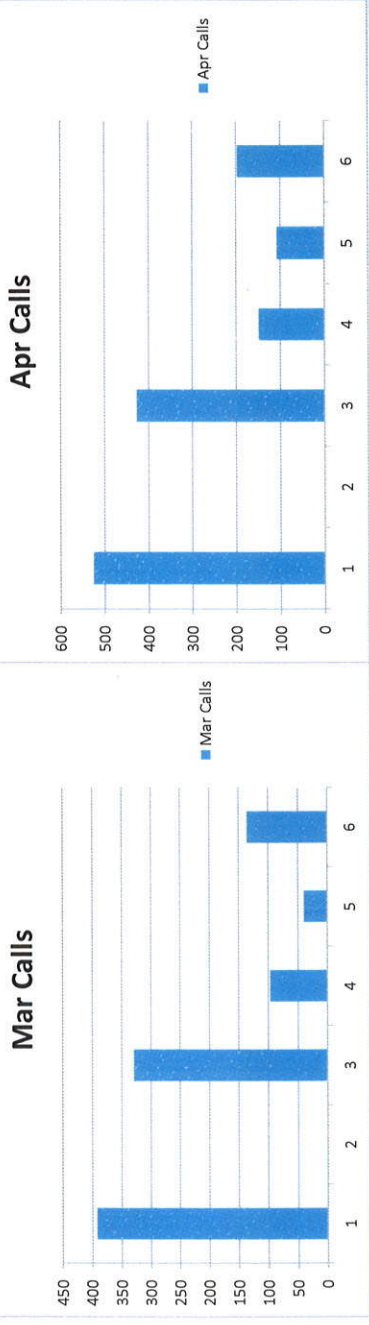
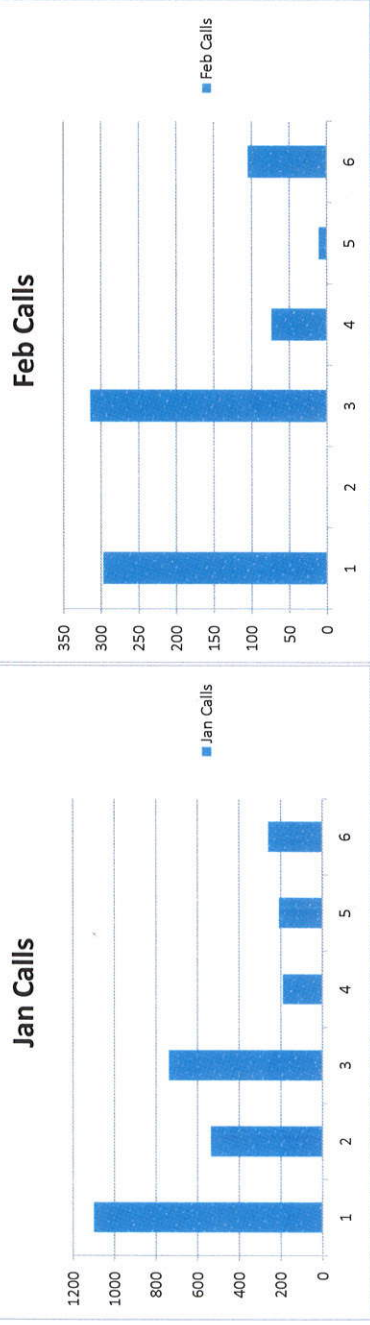
Vmails and Calls from other stations on Campus not included in call totals

950 vmails on 3073 in August  
325 vmails on 3077 in August

200 vmails on 6433 in August

300 vmails on 3249 in August

Extension	Jan Calls	Jan Hours	Feb Calls	Feb Hours	Mar Calls	Mar Hours	Apr Calls	Apr Hours	May Calls	May Hours	Aug Calls	Aug Hours
1) 3073	1100	53	297	15	392	22	526	28	808	44	1621	70
2) 3077	537	34	314	14	329	17	427	23	587	31	750	34
3) 3509	738	9	74	4	97	5	149	8	146	7	141	6
4) 6433	191	11	11	1	40	2	108	6	273	12	298	12
5) 3743	209	14	105	8	136	8	197	11	341	25	398	20
6) 3249	260	121	801	42	994	54	1407	76	2155	119	3996	142
Totals	3035											



# Memo

**To:** Administrative Council

**From:** Ed Boucher, Executive Officer, University Judicial Council

**Date:** February 20, 2014

**Re:** Annual Report 2013-2014 Academic Year

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The members of the University Judicial Council are:

James Baier	Ismail Fidan
Steven Frye	Charlie Macke (chair)
Julie Pharr	Jeff Roberts
Bedelia Russell	Zachary Wilcox

The committee met on the following dates:

November 6, 2013  
November 12, 2013

➤ November 6 and November 12, 2013:

Distribution and discussion of orientation materials:

- Election of Chair for 2013-2014
- Disciplinary System Manual
- Annual Report 2012-2013 Academic Year
- Summary of Judicial Cases for 2012-2013



Ed Boucher, Executive Officer



**ANNUAL REPORT  
UNIVERSITY SAFETY & ENVIRONMENTAL COMMITTEE  
2013-2014  
MARCH, 2014**

The University Safety & Environmental Committee scheduled four meetings during the 2013-2014 academic year. A quorum was not present for the October 22, 2013 and January 28, 2014 and the February 25, 2014 was cancelled due to lack of attendance. The September 24, 2013 meeting took place in Johnson Hall Room 102.

Committee Members include:

Mr. Charlie Macke, Chairperson  
Ms. Sarah DiFurio  
Mr. Jim Sullivan  
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 and skateboarding on campus. It was suggested that a committee be formed to begin working on policy and procedures for bicycle use on campus to include members from the Safety and Environmental Committee as well as the Building and Grounds Committee. Karen Lykins reported that a bicycle safety video has been produced and requested comments on that. The final draft of the TTU Motorized Cart Safety Policy and Procedures that Chief Shepherd had been working on was presented for review. Also discussed was a new Emergency Operations Plan that is being developed in order to comply with the National Incident Management System adopted by FEMA for managing disasters.

A handwritten signature in blue ink, appearing to read "Charlie Macke", written over a horizontal line.

Charlie Macke, Chairman

A handwritten signature in blue ink, appearing to read "Jim Cobb", written over a horizontal line.

Jim Cobb, Executive Officer

Strategic Planning & Budget  
Flight Plan  
Annual Report of Committee for FY 2013-2014

April 4, 2014

- Flight Plan was presented to Chancellor John Morgan, Vice Chancellors Dale Sims and David Gregory as the new continuous improvement plan for Tennessee Tech University in May 2013.
- Funding was identified and budgeted in July 2013 to support the priority actions of the four focus areas:
  - Freshmen flight plan
  - Academic advising
  - High-demand course capacity
  - Technology services to students
  - Technology infrastructure and innovation
  - New graduate programs
  - Technology in teaching
  - Enrollment, tuition and scholarship
  - Physical infrastructure priorities
  - Efficiency and effectiveness
- Flight Plan was presented to internal stakeholders, TBR Board, Legislators:
  - Video was created and posted on the Tennessee Tech website
  - President Oldham presented the Flight Plan at general faculty meeting in spring 2013 and fall 2013
  - President Oldham held open sessions with students to discuss the Flight Plan
  - President Oldham presented the Flight Plan at the September TBR Board meeting
  - President Oldham presented the Flight Plan to legislators at the Legislative Forum hosted by Tennessee Tech in December 2013
- Flight Plan was presented to alumni at various alumni events including:
  - Atlanta alumni event
  - Arrington, TN alumni event
  - Alumni reception at Y-12 New Hope Visitor's Center, Oak Ridge, TN
- Flight Plan was presented to community leaders at various community events:
  - Chamber annual membership meeting
  - Chamber Before Hours
  - Upper Cumberland Superintendent's Study Council
  - Cookeville Kiwanis Club
  - East TN Economic Council – Oak Ridge
  - Local Government Day – Leadership Dekalb County
- Gap analysis comparing Tennessee Tech to national and state peers was updated in March 2014 showing areas of improvement and areas where no improvements were made or where Tennessee Tech declined compared to peers.
- The academic and administrative co-leaders provided reports of progress for their respective focus areas in March 2014.