

Administrative Council
April 7, 2010
President's Conference Room

Members Present

Mohamed Abdelrahman	Bobby Hodum (sub. Vanessa Palmer)	Caleb Petty
Deborah Allen	David Huddleston	Randy Raper
S.K. Ballal	Regina Lee	Rita Reese
Robert Bell	Charlie Macke (sub. Ed Boucher)	Andrew Smith
Chris Brown	Jeffery Marquis	Mark Stephens
Marc Burnett	Jack Matson	Claire Stinson
Mike Cowan	Nancy Mielke	Debbie Walker
Helen Dainty	Sean Ochsenein	Mark Wilson
Mark Groundland	Joseph Ojo	Jeff Young

Members Absent

Suellen Alfred	Susan Elkins	Mike Nivens
Jim Baier	Glenn James	Sally Pardue
Joe Biernacki	Sheila Green	Matthew Smith
Erin Chambers	Azurae Johnson	Tom Timmerman
Cathy Cunningham	Pat Jordan	John Zhu

Summary of Proceedings:

Approved agenda

Approved minutes of November 18, 2009, as distributed

Approved Salt-N-Light Student Union Constitution at Tech

Approved revisions to Aviation Society Constitution

Approved Color Guard Club Constitution at Tech

Approved annual reports for committees reporting to the Administrative Council

Approved Athletics annual reports for 2009-2010: Diversity Issues and Gender Equity

Approved proposed procedural revisions for the Institutional Review Committee for the Protection of Human Subjects

Approved proposed procedural revisions for the ADA Committee and Office of Disability Services' policies and procedures

Approved report from Nominating Committee for Administrative Council 2010-2011 Chairman

Discussed other such matters

Proceedings:

A motion to approve the agenda of April 7, 2010, as distributed was made by Mr. Wilson and seconded by Dr. Ballal. Motion APPROVED.

Dr. Bell moved to approve the minutes of November 18, 2009. Mr. Wilson seconded. Motion APPROVED.

Mr. Wilson moved to approve the Salt-N-Light Student Union Constitution at Tech, and Dr. Marquis seconded. Motion APPROVED.

A motion was made by Mr. Ochsenbein to approve the revised Aviation Society Constitution and seconded by Mr. Wilson. Motion APPROVED.

Mr. Ochsenbein moved to approve the Color Guard Constitution at Tech, and Mr. Wilson seconded. Motion APPROVED.

Dr. Bell moved to approve the annual reports for committees reporting to the Council as a whole with option to discuss any reports individually afterwards. Mr. Ochsenbein seconded. Motion APPROVED.

A motion was made to approve the Athletics Annual Reports on Diversity Issues and Gender Equity by Mr. Wilson. Mr. Ochsenbein seconded. Motion APPROVED. The NCAA requires that athletics reports be approved independently of other committees.

Dr. Ballal moved to approve the proposed procedural revisions for the Institutional Review Committee for the Protection of Human Subjects, and Dr. Huddleston seconded. Motion APPROVED. Changes included a name change to conform to new federal guidelines and the membership requirements of the committee.

A motion was made by Mr. Wilson to approve the proposed procedural changes to the ADA Committee and Office of Disability Services' (ODS) policies and procedures. Mr. Ochsenbein seconded. Motion APPROVED. ODS Director Chester Goad stated that updates were needed for compliance with laws and for overall general procedural guidance.

Dr. Ballal reported on behalf of the nominating committee and nominated Dr. Abdelrahman to serve as the 2010-2011 Council chair. Professor Mielke made a motion that nominations cease and to elect Dr. Abdelrahman by acclamation. Dr. Ballal seconded. Motion APPROVED. Dr. Abdelrahman will serve as chair for a second academic year.

Dr. Bell stated that in many instances the current TTU policies and procedures have not been kept up-to-date with amendments of TBR policies and guidelines, therefore TTU is at risk for audit findings for non-compliance with TBR regulations. Reviews are underway to update TTU policies and procedures for compatibility with TBR policies and guidelines. In many instances, a statement that TTU complies with TBR policies and guidelines will replace current wording and/or the TBR policies and guidelines will be personalized for TTU procedures. One area in particular to be updated will be the employment procedures to include the reduction of cycle times and signature requirements. The campus will be notified as updates occur.

Administrative Council

Page 3, April 7, 2010

The Strategic Planning Committee needs input to update the plan for 2010-2015. Dr. Stinson requested that members use the planning web page to provide input (www.tntech.edu/strategicplanning).

Mr. Cowan reported that changes to healthcare plans are forthcoming. Pharmacy coverage will change effective July 1; healthcare providers and plans will change January 1. Employees will be notified and will be required to make selections in early fall for the January 1 implementation of coverage.

A motion to adjourn was made by Dr. Ballal and seconded by Mr. Ochsenbein. The meeting ADJOURNED at 4:00 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

2009-2010 Committee Annual Reports:

Advisory Committee on Patents and Copyrights	Military Affairs Advisory Committee
Athletics Committee	Public Media Committee
Campus Recreation Committee	Sports Hall of Fame Committee
Chapter 606 Student Monies Allocations	Student Affairs Committee
Commission on the Status of Blacks	University Art Committee
Commission on the Status of Women	University Committee on Buildings and Grounds
Committee on Campus Space Utilization and Allocation	University Committee on Student Financial Aid
Faculty and Staff Traffic Appeals Committee	University Judicial Council
Institutional Committee for the Care & Use of Laboratory Animals in Experimentation	University Safety and Environmental Committee
Institutional Review Committee for the Protection of Human Subjects	University Strategic Planning and Assessment Committee

Other materials:

Salt-N-Light Student Union Constitution at Tech
Aviation Society Constitution
Color Guard Club Constitution at Tech
Athletics Annual Reports: Diversity Issues and Gender Equity
Institutional Review Committee for the Protection of Human Subjects Procedures
ADA Committee and Office of Disability Services' Policies and Procedures